BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 21-103

26 JANUARY 2012

Maintenance

EQUIPMENT INVENTORY, STATUS AND UTILIZATION REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-1, *Air and Space Maintenance*. This publication is consistent with AFPD 13-5, *Nuclear Enterprise*. It establishes inventory, status, and utilization reporting for selected aerospace vehicles or weapons systems and equipment. This instruction applies to Active Duty, Air National Guard, and US Air Force Reserve Command, and Government plant representatives assigned to commercial contractor facilities. This instruction implements the material condition measurement reporting requirements of DoD Instruction 3110.05, *Materiel Condition Reporting for Mission - Essential Systems and Equipment*, September 25, 2006. This instruction also implements the accountability and management of DoD equipment and other accountable property requirements of DoD Instruction 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, May 19, 2011. In addition, it provides guidance and direction for managing aerospace vehicles, missile equipment and other selected weapons systems throughout the Air Force. Refer recommended changes and questions about this publication to AF/A4LM using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. For the purpose of this instruction and development of maintenance policy, Lead Commands are Air Combat Command, Air Mobility Command, Air Force Special Operations Command, Air Education and Training Command, Air National Guard, Air Force Reserve Command, Air Force Space Command, Air Force Global Strike Command, and Air Force Materiel Command. As it pertains to weapon system specific issues or requirements, AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems* takes precedence. This publication may be supplemented at any level and does not require HAF OPR approval or coordination. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

Major changes include addition of Aircraft Availability Standard reporting procedures to **Chapter 1**, verbiage to **Chapter 2** regarding Chief Financial Officer (CFO) procedures, **Chapter 3** regarding ICBM reporting procedures, **Chapter 5** addressing status reporting requirements for the Mine Resistant Ambush Protected (MRAP) Family of Vehicles as a weapons system, **Chapter 8** regarding Space Asset reporting procedures and **Chapter 11** addressing accountability and inventory procedures for Rocket Motors. Office symbols and publication references have been updated throughout the document.

Chapter 1

REPORTING GUIDELINES

1.1. Using Report Information. The Air Force uses the information from reports produced by each reporting system mainly for accounting and analysis. Each reporting system also gives basic historical management information and data on equipment availability and use to all levels of command. Use this information to:

1.1.1. Compute the official Air Force inventory.

1.1.2. Build the Air Force programming documents and their related budget and staffing requirements.

1.1.3. Produce statistical analysis for congressional committees, the Office of Management and Budget, and the Department of Defense.

1.1.4. Lead MAJCOMs establish capability goals in coordination with the Air Staff to include but not limited to Mission Capable (MC), Total Non Mission Capable Maintenance (TNMCM), and Total Non Mission Capable Supply (TNMCS) rates. These goals enable HQ USAF to assess resource allocation funding on a quarterly basis. The MC rate goals and plans also go into the yearly DoD Materiel Readiness Report to Congress.

1.1.5. Lead MAJCOM Reporting Requirements.

1.1.5.1. Lead MAJCOMs will calculate the Aircraft Availability Standard (AAS) for each MDS annually using the equation in **Attachment 25** of this AFI. Calculations will be for the subsequent two fiscal years (i.e. if current Fiscal Year (FY) is FY2013 then report data for FY2014 and FY2015). This information will be reported to HQ USAF/A4L NLT than 15 Aug of the current FY. ***NOTE:*** Remotely Piloted Aircraft (RPA) are exempt from using the prescribed equation but are not exempt from determining an AA requirement. The Lead Command will determine the AAS for RPA systems using other criteria (i.e. capabilities, operational requirements). AFMC aircraft are exempt from this reporting requirement.

1.1.6. Compute the official Air Force Chief Financial Officer (CFO) Information.

1.2. Correct Reporting. The Air Force uses reports named in this instruction to develop and defend the US Air Force input to the Planning, Programming, Budgeting, and Execution (PPBE) process, for this reason correct and timely reporting is critical. Errors in reporting can cause the Air Force to lose needed funding, manpower authorizations, and supplies.

1.3. Offices of Responsibility. The office of primary responsibility (OPR) for this instruction is AF/A4LM, 1030 Air Force Pentagon, Washington DC 20330-1030. Offices of collateral responsibility (OCRs) are:

1.3.1. AF Aerospace Vehicle Distribution Officer (AF-AVDO) at HQ AFMC, 4375 Childlaw Rd., Area A, Bldg 262, Room N114, Wright-Patterson AFB OH 45433-5006.

1.3.2. Aerospace Vehicle Inventory - AF/A8PE, 1070 Air Force Pentagon, Washington DC 20330-1070.

1.3.3. Intercontinental Ballistic Missile (ICBM) Status - HQ AFGSC, 965 Twining Dr., Bldg 4565, Barksdale AFB, LA 71110.

1.3.4. Aerospace Vehicle Utilization - AF/A3OT, 1480 Air Force Pentagon, Washington DC 20330-1480.

1.3.5. Aerospace Vehicle Status - AF/A4LY, 1030 Air Force Pentagon, Washington DC 20330-1030.

1.3.6. Communications Status and Inventory Reporting - HQ AFNIC/ESPP, 203 W. Losey St., Room 2100, Scott AFB IL 62225-5222.

1.3.7. Automatic Test Equipment (ATE) Status - WR-ALC/GRN, 460 Richard Ray Blvd., Ste 200, Robins AFB, GA 31098-1813.

1.3.8. Space Vehicle Status - HQ AFSPC, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4470.

1.3.9. Air Launched Cruise Missile Status - HQ AFGSC/A4WN, 245 Davis Ave. East, Ste 210, Barksdale AFB, LA 71110.

1.3.10. Externally-Carried Pod Inventory - 78 ABW/SCPD (RAMPOD), 205 Perry St., Ste 100, Robins AFB, GA 31098.

1.4. Allied Publications. For personnel to carry out the procedures in this instruction, Maintenance Information Systems functional user manuals will include:

1.4.1. Detailed rules for filling out the forms.

1.4.2. Instructions for data entry.

1.4.3. Report formats.

Chapter 2

AEROSPACE VEHICLES INCLUDING (AIRCRAFT, AERIAL TARGETS/DRONES (FULL OR SUB-SCALE), AND REMOTELY PILOTED AIRCRAFT (RPA)) INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 2A—Reporting System Overview

2.1. Concepts.

2.1.1. Each aerospace vehicle is always possessed by a designated Air Force reporting organization at either the organizational or depot level. The possessing organization or depot will report:

2.1.1.1. The hours it possesses the aerospace vehicle.

2.1.1.2. Changes in aerospace vehicle possession.

2.1.1.3. Status conditions that affect an aerospace vehicle's ability to perform assigned missions.

2.1.1.4. Flying hours and sorties.

2.1.2. If a contractor controls or maintains an aerospace vehicle that needs inventory, status, and utilization reporting, the administrative contracting officer will submit the needed reports or information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

2.1.3. The Weapon System Program Manager is responsible for ensuring CFO data elements (full cost and useful life) are properly reported in Reliability and Maintainability Information System (REMIS) in a timely fashion. The PM shall update REMIS with missing/inaccurate CFO reporting data elements as identified by the Aerospace Vehicle Distribution Officer (AVDO), as inventory items are added, removed, or adjusted as a result of modifications.

2.1.3.1. For aircraft and RPA assets, enter the CFO reporting data elements (full cost and useful life) value of each asset (including the value of the GFM) IAW AFI 63-101 not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

2.1.3.2. For full-scale aerial target and sub-scale drone assets, enter the CFO reporting data element (full cost) value of each asset (including the value of the GFM) IAW AFI 63-101 not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

2.1.3.3. For aircraft and RPA assets only, enter the CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset. Capitalize only those modifications that meet the DoD capitalization threshold as defined in DoD Financial Management Regulation 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

2.2. The Reporting System. Units process inventory, status and utilization data using an approved Maintenance Information System (MIS). HQ USAF, MAJCOMs, Field Operating

Agencies (FOAs), HQ AFMC, and other authorized users of the Reliability and Maintainability Information System (REMIS) database verify accuracy of the data.

2.3. Transmitting Data. Data will be sent to the REMIS database at specified times.

2.4. Security Classification. Aerospace vehicle inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into the MIS or REMIS.

Section 2B—Reporting Responsibilities

2.5. Base and Depot Level Activities. Reporting starts at the base or depot level.

2.5.1. Wing/Group Commanders or depot maintenance directorate responsibilities:

2.5.1.1. Ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination* and this instruction.

2.5.1.2. Appoint a primary and alternate AVDO to report inventory status for the unit or depot. By E-mail message, provide the MAJCOM AVDO the name, grade, duty phone, E-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur.

2.5.1.3. Appoint a primary and alternate unit Aerospace Vehicle Utilization Monitor (AVUM) within the operations group to act as the units Point of Contact (POC) to check unit or depot utilization and to verify flying hour inputs with the proper organization every day. Provide the MAJCOM AVDO the name, grade, duty phone, E-mail address and office symbol of the primary and alternate AVUM annually at the beginning of each fiscal year and as changes in personnel occur.

2.5.1.4. Ensure aircraft and RPA status attributed to supply is reported to the Logistics Readiness Squadron (LRS) POC.

2.5.2. Unit and Depot AVDO(s):

2.5.2.1. Are the primary POCs for aerospace vehicle inventory and status reporting within their organization.

2.5.2.2. Monitor and/or input data in the MIS daily.

2.5.2.3. Resolve any data reporting problems.

2.5.2.4. Ensure equipment loads to MIS for aerospace vehicles contain correct current operating time prior to performing gain transactions.

2.5.2.5. Initiate inventory transactions and movement reports as required.

2.5.2.6. Send messages as required by this instruction and Lead Command supplements.

2.5.2.6.1. E-mails are the standard format to transmit messages. Unclassified messages will be sent through official NIPR E-mail and are required to be digitally signed and encrypted using the Common Access Card Public Key Infrastructure. Classified messages will be sent through official SIPR E-mail.

2.5.2.7. Follow procedures in AFI 16-402.

2.5.2.8. Ensure DD Form 1149, *Requisition and Invoice/Shipping Document*, is completed and sent as required (See **Attachment 9**).

2.5.2.9. Distribute assigned aerospace vehicles as required.

2.5.2.10. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match to maintain data integrity.

2.5.2.11. Upon notification of an aerospace vehicle movement, but prior to the aerospace vehicle actually moving a transfer schedule needs to be developed, funded and approved by MAJCOM and program office. Ensure all NWRM items are removed from the aerospace vehicle prior to transfer to the depot or AMARG. All actions performed on serially controlled NWRM items must be recorded in the MIS and transmitted to REMIS. Notify the MAJCOM AVDO and weapons system functional manager of the aerospace vehicle serial numbers and transfer dates by E-mail message. When changes occur to the transfer schedule, an updated E-mail message is required with justification of change.

2.5.2.12. Unit and Depot AVDO, will maintain a continuity book/electronic folder and AVDO training plan.

2.5.3. Wing Data Base Managers:

2.5.3.1. Monitor the receipt acknowledgment output transmittal files from REMIS daily.

2.5.3.2. Establish "dummy" depot reporting units for local depot and contract field teams reporting within the MIS. Ensure serial numbers on NWRM assets are entered in to the MIS as they appear on the asset data plate.

2.5.4. Unit and Depot AVUMs:

2.5.4.1. In conjunction with the AVDO, establish and publish daily procedures for operations and maintenance to verify the accuracy of unit or depot flying hours.

2.5.4.2. Track and report flying hours and sorties on a daily, monthly and yearly basis as required by this publication and Lead Command supplements.

2.6. MAJCOM and FOA AVDO and Utilization Monitors.

2.6.1. MAJCOM AVDO(s) ensure aerospace vehicle inventory and status errors are corrected in MIS within their organizations.

2.6.1.1. Represent their MAJCOM or FOA at AVDO meetings.

2.6.1.2. Is the single POC for maintenance of the Geographic Location Table.

2.6.1.3. Perform aerospace vehicle assignment:

2.6.1.3.1. Assign command aerospace vehicles based on Major Force Program authorizations.

2.6.1.3.2. Coordinate with other MAJCOM AVDO(s), staff agencies, numbered Air Forces, and specific units in assigning, controlling, and distributing aerospace vehicles.

2.6.1.3.3. Assign aerospace vehicles within the command by issuing transfer instructions, which are kept on file IAW the AF Records Disposition Schedule in AFRIMS, located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

2.6.1.3.4. Complete aerospace vehicle assignments or reassignments no earlier than 30 calendar days prior to and no later than 30 calendar days after the effective date.

2.6.1.3.5. Help MAJCOM agencies extract data from REMIS to assist them in monitoring the Programmed Depot Maintenance (PDM) and modification schedules.

2.6.1.3.6. Serve as the OCR for maintaining the Geographic Location Code Table, Command Code Table, and Organization Table in REMIS, as shown in AFCSM 25-524, Volume IV, EIMSURS Users Manual.

2.6.2. For aerospace vehicle transfer, replacement, or disposal MAJCOM AVDO(s) will:

2.6.2.1. Coordinate with other MAJCOMs, Air National Guard Bureau, Air Force Reserve, and non-USAF organizations to move, ship, or transfer vehicles inter-theater and to file applicable movement reports.

2.6.2.2. Provide technical assistance to subordinate AVDO(s).

2.6.2.3. Assist transferring units to choose aerospace vehicle serial numbers to meet TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, requirements.

2.6.2.4. Ensure Nuclear Weapons Related Materiel accountability is maintained IAW applicable Air Force guidance.

2.6.3. MAJCOM AVUMs will:

2.6.3.1. Ensure utilization data reported by their units is correct and up-to-date, including mission symbols, PEC, etc. Utilization errors will be corrected at the unit level.

2.6.3.2. Ensure flying hour/sortie data is coordinated between Operations and Maintenance at the unit level.

2.6.3.3. Ensure utilization data is coordinated between Operations and Maintenance.

2.6.3.4. Represent their MAJCOM or FOA at HQ USAF utilization meetings.

2.6.3.5. Verify REMIS data each month, prior to the REMIS K002 being run.

2.6.3.6. Maintain the REMIS utilization data and Aircraft Utilization/Mission Code Table for their MAJCOM as shown in AFCSM 25-524, Volume IV, EIMSURS Users Manual.

2.7. HQ AFMC AF-AVDO.

2.7.1. AF-AVDO at HQ AFMC is the Air Force AVDO and as such is the Subject Matter Expert (SME) for reporting information contained in this publication.

2.7.2. Collects and checks data reported under this instruction.

2.7.3. Maintains the master Air Force assigned aerospace vehicle inventory IAW AFI 16-402.

2.7.4. Monitors AF inventory using REMIS screen ERP4030.

2.8. Contract Administration Activities (Except Contract Field Teams). Report all gains, losses, and terminations as stated in either this instruction, Lead Command supplements, or in accordance with maintenance contracts.

Section 2C—Aerospace Vehicle Inventory Reporting

2.9. Assignment Procedures. Inventory reporting starts when an aerospace vehicle is accepted as outlined in this section. AF/A8PB assigns active aerospace vehicles, via the AF Form 913, to commands for Air Force operational, support, training, test missions according to AFI 16-402. The AF-AVDO at HQ AFMC sends the information to the MAJCOM AVDO. The full-scale aerial target, sub-scale drone and RPA reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5. of AFI 33-324.

2.10. Possession Reporting.

2.10.1. What to report as possessed inventory:

2.10.1.1. All US Air Force owned aerospace vehicles, including those on loan or lease to agencies outside the US Air Force as directed by HQ USAF.

2.10.1.2. Non-US Air Force owned aerospace vehicles as directed by HQ USAF.

2.10.2. Procedures. When a unit or depot gains or loses possession of an aerospace vehicle, the unit or depot will:

2.10.2.1. Start or stop possession reporting.

2.10.2.2. Coordinate the gain/loss time of transfer with the reciprocating unit.

2.10.2.3. Inform the base/depot engine manager of all aerospace vehicle losses, gains, and terminations by providing a copy of the appropriate E-mail message.

2.10.3. Criteria and limitations for use of Possession Purpose Identifier (PPI) codes "BQ", "BT", "BU", "PJ", and "PR".

2.10.3.1. PPI code "BQ" **IS NOT** authorized when using an automated communication system (such as the AFMC Form 202, *Nonconforming Technical Assistance Request and Reply Process*) when the only reason for the communication with depot engineering has been directed by technical order or previous disposition instructions on an existing condition.

2.10.3.2. "BQ" **IS** authorized for use when the wing has submitted a request IAW TO 00-25-107, *Maintenance Assistance*, or through an automated system to request depot assistance with an NMC condition preventing the aerospace vehicle from flying, requesting a depot team, equipment, or funding is anticipated from MAJCOM and the following conditions are met:

2.10.3.2.1. No additional field level scheduled or unscheduled NMC driver(s) are in-work, i.e. phase.

2.10.3.2.2. The unit lacks capability to correct the deficiency at field level and the condition has been validated by Quality Assurance as a depot level repair.

2.10.3.3. MAJCOMs shall approve the use of PPI code "BT". Use of this code should not exceed a total of 48 hours, however units may request additional "BT" status code time approval through their MAJCOM AVDO if the situation warrants.

2.10.3.4. "BU" is authorized to prepare an aerospace vehicle 3 duty days prior to the start of depot level maintenance. "BU" is also authorized for up to 5 duty days after depot level maintenance for rebuilding the aerospace vehicle and completing operational checks. During this rebuild period, under no circumstances will parts be cannibalized from the aerospace vehicle while in "BU" PPI code. Prior to any cannibalization action(s), units will regain the aerospace vehicle in its primary PPI code.

2.10.3.4.1. If other major field level maintenance, i.e. phase is in-work "BU" is only authorized for the portion of time that depot level work is actually being performed.

2.10.3.4.2. "BU" - Repair instructions outlined in field level technical orders do not constitute depot level repair and use of PPI code "BU".

2.10.3.5. "PJ" is authorized for use from the first day of crating preparation until arrival at new location, reassembly, and ground operational checks are completed. Upon receipt the aerospace vehicle may be possessed in this code no longer than 10 duty days. If an aerospace vehicle is not reassembled or placed in PPI code "PR" after 10 duty days, the aerospace vehicle will be changed back to its primary code and the current maintenance status will be reported (i.e. NMC).

2.10.3.6. "PR" is authorized for attrition reserve aerospace vehicles in storage. The aerospace vehicle will be mission capable (FMC or PMC) prior to being placed in storage and maintained in an MC condition. Aerospace vehicles can move from "PJ" directly to "PR" provided the MC requirement was met before shipment. Units will continue to monitor aerospace vehicles in PPI code "PR" or "PJ" to ensure fleet health is maintained. If a cannibalization action that creates an NMC condition is required, the aerospace vehicle will be removed from PPI code "PR" and status changed to reflect the air vehicles current maintenance status (i.e. NMCS). Once aerospace vehicles are placed in PPI code "PR" or "PJ", the unit will notify the MAJCOM AVDO of the code change through normal AFI 21-103 message reporting channels. Aerospace vehicles in PPI code "PR" or "PJ" will continue to be tracked on a daily status sheet to ensure continued fleet health is maintained.

2.11. Criteria for Gaining or Losing Possession. Possession of an aerospace vehicle changes when:

2.11.1. The flight crew of the gaining organization accepts and leaves with the aerospace vehicle unless otherwise stated in an inter-command Memorandum of Agreement (MOA). The time of possession change is the actual time the aerospace vehicle takes off from the losing organization. For aerospace vehicles moved in a "PJ" purpose identifier, the possession status changes at the time the Deployment and Distribution Flight (LRS) or Traffic Management Flight (APS) of the gaining organization accepts the aerospace vehicle.

2.11.2. The procedures for losing possession of an aerospace vehicle depend on the type of asset.

2.11.2.1. Loss of Possession Criteria for Aerospace Vehicles: The flight crew of the losing organization, or a neutral flight crew, delivers the aerospace vehicle. The time of possession changes when the engines shut down at the gaining base. ***NOTE:*** The Air Combat Command Air Operations Squadron (ACC/AOS) aircrew is considered a neutral crew if crew is not assigned to the losing or gaining unit. Because flying hour sorties and hours are directly tied to aerospace vehicle possession the unit that possesses the aerospace vehicle IAW the rules outlined above will receive flying hour/sortie credit unless otherwise specified in a MAJCOM approved MOA. This MOA will be coordinated and approved by the MAJCOM AVDO prior to the aerospace vehicle transfer.

2.11.3. In the event, an aerospace vehicle is damaged or destroyed:

2.11.3.1. The nearest base with the necessary repair or reclamation capability takes possession. The time of possession change is the time of landing or crash.

2.11.3.2. Possession does not change if the parent organization does the repair, reclamation or termination; however the unit AVDO will initiate the proper station location code and possession purpose identifier changes.

2.11.4. In the event, a transient aerospace vehicle requires maintenance lasting more than 7 calendar days:

2.11.4.1. The organization performing the maintenance gains possession of the aerospace vehicle when it is known the work cannot be completed in 7 days.

2.11.4.2. Do not change possession if the parent organization does the maintenance. The unit AVDO will change the station location code and the possession purpose identifier to "BL".

2.11.4.3. Do not transfer possession for AMC aircraft in-transit at bases where AMC has transient or enroute maintenance responsibility unless depot assistance is required.

2.11.4.4. Do not transfer possession for KC-10 aircraft unless depot assistance is required.

2.11.5. An authorized government representative accepts an aerospace vehicle from a contractor on behalf of the Air Force. In this situation:

2.11.5.1. AFMC becomes the first possessing activity for the new production aerospace vehicle. AF-AVDO at HQ AFMC processes the gain in coordination with the respective System Program Office.

2.12. Criteria for Terminating Possession. Possession terminates when aerospace vehicles are beyond economical repair, transferred to the National Museum of the United States Air Force (NMUSAF) or at the time the aerospace vehicle meets the termination requirements of this instruction and AFI 16-402. Terminate the aerospace vehicle and cease reporting if it has permanently transferred to non-Air Force activities such as:

2.12.1. Foreign countries, as applicable.

2.12.2. Other DoD agencies, such as US Army or US Navy.

2.12.3. Other Government agencies.

2.13. Criteria for Reporting Aerospace Vehicles as Deployed. When sending aerospace vehicles for use at other locations or for specialized maintenance (other than that done by a depot), list such movements and their possession accountability according to the criteria contained in **paragraphs 2.13.1** through **2.13.5**.

2.13.1. Satellite Operation and Detachment. An aerospace vehicle is in a satellite operation or detachment when it is moved to another station and the parent command unit continues to operate and support it. ***NOTE:*** Do not change possession accountability unless directed by an Operation Plan (OPLAN). The possessing command is the command to which the flying hours are allocated.

2.13.2. Rotations. An aerospace vehicle is on rotation when direct responsibility for its operation or support changes between CONUS or overseas activities, commands, or units.

2.13.2.1. Aerospace vehicle flying hours are allocated according to PA documents, MAJCOMs may not change possession accountability unless the host organization is within their own command.

2.13.2.2. When the aerospace vehicle moves as a part of a total unit movement that will not integrate under a host control, the possessing organization stays the same or changes as stated in the OPLAN.

2.13.2.3. Change in station location may be made by MAJCOM option.

2.13.2.4. All reporting is done according to the OPLAN.

2.13.2.5. MAJCOMs will include the time of transfer in the OPLAN describing the movement.

2.13.3. Supporting Exercises.

2.13.3.1. The OPLAN will state possession accountability for aerospace vehicles moved to support intra-command, inter-command, or inter-service missions.

2.13.3.2. If the PA document uniquely allocates the flying hours or utilization for the aerospace vehicle, the command to which the flying hours are allocated is always the possessing command.

2.13.4. Consolidated or Centralized Repair Activities. When an aerospace vehicle is moved for corrosion control, refurbishment, or other maintenance, normal reporting procedures apply unless otherwise directed by the MAJCOM AVDO or Lead Command approved MOA.

2.13.5. Loaned Aerospace Vehicles. Possession changes to the command and unit having direct responsibility for using and supporting the aerospace vehicle. The MAJCOM AVDO(s) or operational order directs the change.

2.14. Possession Reporting Criteria for Depot Teams. If an aerospace vehicle goes in for maintenance by contract or depot field teams, transfer possession according to these criteria:

2.14.1. For field teams (depot or contract) performing maintenance or modifications, the owning unit AVDO reports possession changes for both the owning and depot units.

2.14.1.1. Transfer possession to AFMC in purpose identifier "DJ" when the operating command receives formal AFMC acknowledgment of repair responsibility per TO 00-25-107, but before the team starts the repair.

2.14.1.2. Change possession to purpose identifier "DM" when the depot field team begins maintenance, repair, or modification on the aerospace vehicle.

2.14.1.3. Change the aerospace vehicle possession purpose identifier to "DR" only if an AFMC aircrew will perform a Functional Check Flight (FCF).

2.14.1.4. Possession returns to the proper organization if:

2.14.1.4.1. The aerospace vehicle has received all assigned work and the required operational check or FCF (if part of the workload agreement) is accomplished.

2.14.1.4.2. The host or operating organization receives, accepts, and controls the aerospace vehicle.

2.14.1.4.3. The host or operating organization accomplishes a permanent inventory loss transaction ("TP").

2.14.2. Other Field Teams. If an aerospace vehicle receives depot field team maintenance, other than stated above, the command with control responsibilities over the team doing the work possesses the aerospace vehicle.

2.14.2.1. Specific responsibilities will be stated in the workload agreement.

2.14.2.2. The host unit will do the required inventory reporting.

2.15. Notifying MAJCOMs of Possession Changes. Accurate reporting of possession changes is essential in order for the Air Force to accurately account for the location and use of the aerospace vehicle inventory. MAJCOMs determine procedures for reporting changes of possession within the command. Possession change messages are required on aerospace vehicle transfers between commands. For aerospace vehicle transfers, both reporting organizations will use the same Zulu time and date.

2.16. Gain Message, Aerospace Equipment Possession Change Report. The unit or depot AVDO of the organization gaining the aerospace vehicle sends a priority gain E-mail message not later than the first workday after the possession changes. See **Attachment 10** for a sample gain message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.17. Loss Message Aerospace Equipment Possession Change Report. The unit or depot AVDO of the organization losing possession of an aerospace vehicle sends a priority loss E-mail message not later than the first workday after the possession change takes place. On new production aerospace vehicles where engines are tracked as outlined in TO 00-25-254-1 series publications, the Air Force program office will include engine serial numbers on the loss message. See **Attachment 11** for a sample loss message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.18. Termination Message, Aerospace Equipment Termination Report. The unit or depot AVDO of the organization losing accountability of an aerospace vehicle will send a priority termination E-mail message not later than the first workday after it has been decided the aerospace vehicle should be terminated. See **Attachment 12** for a sample termination message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. ***NOTE:*** If a losing organization has removed the engine(s) from an aerospace vehicle prior to the aerospace vehicle being terminated then the aerospace vehicle termination message will state at item 11 that no engine(s) were installed on the aerospace vehicle. For aerospace vehicles being terminated by Aerospace Maintenance and Regeneration Group (AMARG), engine serial numbers do not need to be listed on the termination message. The AMARG Engine Manager will continue to report all engines according to TO 00-25-254-1/-2, *Comprehensive Engine Management System*.

2.19. Possession Purpose Identifier Code Change Message, Aerospace Equipment Possession Purpose Identifier Code Change Report. When changing a possession purpose identifier, the possessing unit or depot AVDO will send a priority message, via an E-mail, not later than the first workday after the change. See **Attachment 13** for a sample possession purpose identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates.

2.20. Mission, Design, and Series (MDS)/Configuration Identifier Change Message, Aerospace Equipment MDS/Configuration Identifier Change Report. The AVDO of the organization changing the MDS or configuration identifier will send a MDS/configuration identifier change E-mail message. Obtain proper authorization from the MAJCOM AVDO before making the change, and send a priority message not later than the first workday after the change. See **Attachment 14** for a sample MDS/Configuration identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

2.21. How To Determine Codes. **Attachment 4** lists the references used in inventory reporting under this instruction.

Section 2D—Aerospace Vehicle Logistics Status Reporting

2.22. Reporting Maintenance Status. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3. of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.22.1. Use multiple status reporting to the maximum extent the MIS allows. Multiple status means an aerospace vehicle can be broken out for more than one condition at the same time.

2.22.2. To determine the possession purpose identifier codes to use for calculating status metrics refer to TO 00-20-2.

2.22.3. Status reporting for permanently assigned Ground Instructional Trainer Aircraft (GITA), Training Aid Aircraft (TAA) or RPA is not required.

2.23. Determining Maintenance Status.

2.23.1. **Attachment 2** gives a list of maintenance and condition status codes and their definitions, which are based on DoD Instruction 3110.05, *Materiel Condition Reporting for Mission-Essential Systems and Equipment*. These codes describe the capability of an aerospace vehicle to do its assigned missions, that is, a unit's specifically assigned wartime, training, or test missions as specified in:

2.23.1.1. The unit's Designed Operational Capability (DOC) statements.

2.23.1.2. Unit training syllabuses.

2.23.1.3. Test mission requirements.

2.23.1.4. Minimum Essential Subsystems List (MESL).

2.23.2. Report any aerospace vehicle not Full Mission Capable (FMC) with a maintenance status code determined by the following criteria:

2.23.2.1. Report an aerospace vehicle that can perform at least one, but not all of its assigned missions as Partial Mission Capable (PMC). Report an aerospace vehicle that cannot perform any of its assigned missions as Non Mission Capable (NMC).

2.23.2.2. Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the aerospace vehicle is PMC or NMC.

2.23.2.3. Aerospace vehicles in status codes NMCM and NMCB also show if the needed maintenance is scheduled (S) or unscheduled (U).

2.23.2.4. The dual status condition--Non Mission Capable Both (NMCB) or Partial Mission Capable Both (PMCB)--starts when an aerospace vehicle requires both maintenance and supplies.

2.23.2.5. Change an existing maintenance or supply condition to the dual condition if discovering a second problem. For example, when an aerospace vehicle is in NMCM maintenance status code and a problem requiring a supply part is found (NMCS), change the reported status to NMCB.

2.23.2.6. Change the dual condition when either the maintenance or the supply problem has been rectified. For example, if the maintenance problem is corrected before the supply problem, change the NMCB status code to NMCS (or vice versa from NMCB to NMCM when the part becomes available but maintenance is not).

2.23.2.7. Work Unit Codes (WUC)/Logistics Control Numbers (LCN)(F-22 and F-35). WUCs/LCNs are an important part of the MIS status reporting. WUCs/LCNs determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC/LCN is required to be entered into the MIS status reporting when an equipment problem is discovered or repaired. If a specific WUC/LCN is not known initially due to troubleshooting, then a system or subsystem WUC/LCN may be used until the faulty component is identified. When the equipment is returned to service or when parts are placed on order, it is the expeditor's responsibility to provide MOC with the

proper WUC/LCN to be used for the PMC or NMC status reporting period. The use of __000 and or __00 will not be used when a more specific WUC is available.

2.23.3. Scheduled or unscheduled maintenance status stops when maintenance is completed according to applicable technical data using the following criteria:

2.23.3.1. When all ground operational checks or cure checks are complete.

2.23.3.2. If in-flight operational checks or ground checks on vertical lift aircraft which cannot be performed by maintenance personnel are required by technical data, maintenance status will stop when all actions leading up to the operational check are completed.

2.23.3.3. When lack of parts which limits the mission is verified.

2.23.3.4. If a Functional Check Flight (FCF) is required IAW TO 1-1-300, -6 FCF requirements, or any other applicable technical data, maintenance status will not stop until the FCF is completed.

2.23.4. Supply status starts after all of these actions occur:

2.23.4.1. The aerospace vehicle requires an essential part.

2.23.4.2. A valid demand on supply and/or depot is made. ***NOTE:*** When the Engine Manager makes a demand on depot for a supported replacement engine to fill an aerospace vehicle hole for which no serviceable or repairable asset is available at the unit.

2.23.4.3. Maintenance verifies the part is essential.

2.23.4.4. Maintenance and supply together verify that the needed part (serviceable or repairable and not awaiting parts) is not available on base (does not apply to Contract Logistics Support (CLS) or Contract Operated and Maintained Base Supply (COMBS) provided parts).

2.23.5. Supply time stops when maintenance receives the part(s). If maintenance cannot accept the part(s) when available, supply status time stops at the time supply attempts to deliver the part(s). ***NOTE:*** Supply time will continue if a part is received from LRS supply activities, but will be sent off-base to a contractor facility/depot for additional adjustments/configuring/programming/drilling, etc. In this instance, the supply time will stop when the part is returned to maintenance from off base.

2.23.6. When an aerospace vehicle discrepancy is identified during flight, maintenance status starts at the time the aerospace vehicle returns to its parking spot/engine shutdown.

2.23.7. When an aerospace vehicle discrepancy is identified during ground operation, maintenance status starts at the time the discrepancy was found.

2.23.7.1. It is imperative that aerospace vehicle status accurately reflects the capability of the aerospace vehicle to perform its assigned missions. While the majority of red X discrepancies require an aerospace vehicle to be reported in a non mission capable condition, some red X entries do not. These entries do not necessarily affect the status or the mission capability of the aerospace vehicle and do not require a maintenance repair action. Examples of red X entries that do not affect the status and mission capability are:

2.23.7.1.1. External tanks/pylons ejector cartridges removed.

2.23.7.1.2. Openings/panels taped/covered prior to and during a wash.

2.23.7.1.3. Protective covers installed.

2.23.7.1.4. Ejection seats de-armed for static display/training.

2.23.7.1.5. Reconfiguration/installation/removal of Primary Mission Equipment (PME). This is not intended to be an all encompassing list as there may be other red X entries that fall into this category. ***NOTE:*** Impounded aircraft/equipment are not considered mission capable.

2.23.8. When maintenance places an MC aerospace vehicle into scheduled maintenance on the printed flying schedule/maintenance plan, the status changes only if it is determined that maintenance cannot, and will not return the aerospace vehicle to a MC status within 2 hours.

2.23.8.1. If maintenance performs Planned Scheduled Maintenance on an otherwise MC aerospace vehicle and can and will return, or is scheduled to return, the aerospace vehicle to MC status within 2 hours, do not report the aerospace vehicle as NMC.

2.23.8.2. Additionally, if a discrepancy is found during scheduled maintenance which causes the aerospace vehicle to be declared NMC, and maintenance will need more than 2 hours to return the aerospace vehicle to MC status, NMC status starts when the discrepancy is found.

2.23.9. Aerospace vehicles entering phase, periodic, Aircraft Structural Integrity Program (ASIP), or isochronal inspections will be coded NMC using the support general work unit code (WUC) for the look phase portion of the inspection. The NMC time using the support general WUC will start when the work cards are initiated and continue through the look phase portion of the inspection. Normal NMC driver WUC reporting applies after the look phase portion of the inspection is complete.

2.23.10. Management uses certain groupings of status codes to perform summaries, analyses, briefings, and so on. These groupings show total supply and maintenance limitations. A complete list of these groupings is in **Attachment 2**.

2.24. Pacing Items.

2.24.1. Units will report the WUC for the mission limiting condition that will take the longest for maintenance to correct on an aerospace vehicle in PMC and NMC status. Units will use a minimum of the 3 digit WUC when reporting the driving NMC condition. All maintenance status codes are defined and associated with a condition status code as shown in **Attachment 2**. ***NOTE:*** For aerospace vehicles with systems awaiting operational check, units will report the status of the next highest NMC/PMC driver (if another mission limiting system is reported). Status reported will not be below that of system requiring operational check. When all mission limiting conditions are corrected, the unit will then report the system requiring operational check as the system driver.

2.24.2. When accomplishing single/multiple status reporting, use the following order of precedence, from most severe to least severe:

Non-Airworthy: NMCB(B), NMCB(A), NMCS(E), NMCM(D), NMCM(C).

Airworthy: NMCB(L), NMCB(K), NMCS(P), NMCM(M), NMCM(N), PMCB(F), PMCS(H), PMCM(G), FMC.

2.25. Minimum Essential Subsystems List (MESL).

2.25.1. MESLs lay the groundwork for reporting the status of aerospace vehicle capability. MESLs list the minimum essential systems and subsystems that must function on an aerospace vehicle for it to perform specifically assigned unit wartime, training, test or other missions. The MESL brings together the Full Systems List (FSL) and the Basic Systems List (BSL).

2.25.1.1. The BSL lists a unit's specifically assigned wartime, training, and test missions and the systems and subsystems that must function for a unit to accomplish those missions.

2.25.1.2. The FSL lists all systems and subsystems needed for Full Mission Performance. It lists the essential systems and subsystems that must function to do all BSL missions (specifically assigned unit wartime, training, or test missions), and other kinds of unit sorties such as Programmed Depot Maintenance (PDM) delivery flights, aerospace vehicle transfer flights, cross country flights, or other training sorties units fly.

2.25.2. The MESL allows for comparison of aerospace vehicle systems, subsystems, and components, by WUC, against the FSL and BSL across the page. In each column, mark the equipment that must function with an "X".

2.25.3. A system may have an "X" in the FSL column only or in the FSL column and any or all of the BSL columns.

2.25.3.1. If there is an "X" in the FSL column only, the equipment does not have any specifically assigned unit wartime, training, or test mission. The equipment may have other kinds of unit sorties or missions to fly such as those listed in **paragraph 2.25.1.2**.

2.25.3.2. If there is an "X" in the FSL column and any or all of the BSL columns, the equipment must be operational for the mission identified by the column heading.

2.25.3.3. If any system or subsystem with an "X" in the FSL column only is not functioning, put the aerospace vehicle in maintenance status code PMC.

2.25.4. If any system or subsystem with an "X" in the FSL and all BSL columns is not functioning, the aerospace vehicle cannot do any mission and is status code NMC. If any BSL column does not have an "X" for the inoperative system, the status code is PMC.

2.25.5. Determine the adverse impact of non-functioning components within listed systems or subsystems on a case by case basis. Components may appear on a MESL if the component is the only part of the subsystem that must be operational.

2.25.6. For degraded system performance evaluations, decide whether the overall system or subsystem can still support applicable mission requirements.

2.25.7. Units with aerospace vehicles not equipped, and/or not programmed to be equipped, with a listed system or subsystem should not report status on that equipment, unless the MESL states otherwise.

2.26. Developing the MESL. MESLs will be developed in accordance with AFPD 10-9. Lead Command's will ensure MESLs list only the minimum essential aerospace vehicle systems or subsystems that must function in order for a unit to accomplish its mission. A sample MESL is shown in **Figure 2.1**.

2.26.1. Units can fly missions and sorties other than specifically assigned wartime, training, or test missions. Since the FSL is an all inclusive list, build it to include all systems and subsystems on any or all BSLs and those required for sorties and missions not specifically assigned to that unit by the DOC, aircrew training, or flight test taskings.

2.26.2. The MESL does not portray the role these "other" type missions and sorties may play. The aerospace vehicle status will be PMC if an inoperative system or subsystem is on the FSL only because of the limitation to full mission performance.

2.26.3. MESL BSL columns show standard mission codes for specific wartime, aircrew training, and test missions assigned to a unit. Lead Command's may build and use additional unique mission codes when needed as long as the codes are standardized. Standard MESL mission codes are listed in **Attachment 3**.

2.26.4. HQ AFMC has sole responsibility and authority to develop and implement MESLs for Research, Development, Test and Evaluation (RDT&E) missions and aerospace vehicles in support of RDT&E.

Figure 2.1. Sample MESL.

F-15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
			FSL	BSL	
NO.	WUC	SYSTEM/SUBSYSTEM		ASY	ADC
1.	11	AIRFRAME	X	X	X
2.	12	COCKPIT AND FUSELAGE COMPARTMENTS	X	X	X
3.	13	LANDING GEAR	X	X	X
4.	14	FLIGHT CONTROLS	X	X	X
5.	23	TURBOFAN POWER PLANT	X	X	X
6.	24	AUXILIARY POWER PLANT	X	X	X
7.	41	CABIN AND AVIONICS ECS	X	X1	X1
8.	42	ELECTRICAL SYSTEM	X	X	X
9.	44A	A EXTERNAL LIGHTING SYSTEM	X2	X9	X9
10.	44	B INTERNAL LIGHTING SYSTEM	X	X	X
11.	45	HYDRAULIC SYSTEM	X	X	X
12.	46	FUEL SYSTEM	X6	X6	X6
13.	47	LIQUID OXYGEN SYSTEM	X	X	X
14.	49	MISCELLANEOUS UTILITIES	X	X	X
15.	51	INSTRUMENTS	X	X	X
F-15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
			FSL	BSL	

NO.	WUC	SYSTEM/SUBSYSTEM		ASY	ADC
43.	76K	COUNTERMEASURES DISPENSER	X3	X3	X3
44.	91	EMERGENCY EQUIPMENT	X	X	X
45.	97	EXPLOSIVE DEVICES AND COMPONENTS	X	X	X

NOTES: GENERAL: Rear Cockpit Systems/Subsystems/Components Not Required to be Operational for BSLs.

1. Manual mode only required.
2. As required by AFI 11-202, Volume 3, *General Flight Rules*.
3. When equipped.
4. HAVE QUICK/Secure Voice required if aerospace vehicle is modified.
5. All eight AIM-7/AIM-9 stations required for FMC, any combination of six required for PMC.
6. Conformal fuel system required when equipped.
7. Excludes HUD camera - 74KEO.
8. F-15B and F-15D will be external ECM pod capable.
9. Strip lighting required as a minimum.

2.27. Determining Aerospace Vehicle Maintenance Status and Capability.

2.27.1. The MESL does not determine airworthiness or "safety-of-flight": Technical data, maintenance crews and aircrew judgment alone determine airworthiness. Do not use the MESL to gauge "go/no-go" decisions.

2.27.2. The maintenance status NMC Airworthy (Condition status codes K, L, M, N, P) will be used when an aerospace vehicle cannot accomplish the units wartime, training or test mission, but is still Airworthy (safe for flight).

2.27.3. A NMC Airworthy aerospace vehicle may be deployed as long as it can be returned to MC status (FMC or PMC) at an employment site.

2.27.4. An aerospace vehicle is FMC if:

2.27.4.1. All systems, subsystems, and components having an "X" in the FSL column are functioning (the aerospace vehicle can perform all of its assigned missions).

2.27.4.2. A system, subsystem, or component having an "X" in the FSL column or any BSL column is degraded, but is still capable of full mission performance.

2.27.5. An aerospace vehicle is PMC if:

2.27.5.1. One or more systems, subsystems, or components are not functioning and have an "X" in the FSL column only (the aerospace vehicle can do all BSL missions, but is not fully equipped or capable of full mission performance).

2.27.5.2. Systems, subsystems, or components that are not functioning and are not needed for a unit's specifically assigned wartime missions, but are needed for safe aerospace vehicle operation during peacetime.

2.27.5.3. One or more systems, subsystems, or components are not functioning and have an "X" in the FSL column and in at least one, but not all, BSL columns (the aerospace vehicle can do at least one, but not all, of its BSL missions).

2.27.5.4. A system, subsystem, or component is degraded and has an "X" in the FSL column and all BSL columns, but can support some of its BSL missions.

2.27.6. An aerospace vehicle is NMC if:

2.27.6.1. One or more systems, subsystems, or components having an "X" in the FSL column and all BSL columns are not functioning (the aerospace vehicle cannot do any BSL missions).

2.27.6.2. The aerospace vehicle is "grounded" (not flyable).

2.27.6.3. The aerospace vehicle cannot fly any of the unit's BSL missions. ***NOTE:*** The engineer at the ALC may approve the aerospace vehicle for a one-time flight to a maintenance facility.

2.27.7. Use the Aerospace Vehicle Maintenance Status Code Flow Chart in **Table 2.1** to help determine the proper aerospace vehicle maintenance and condition status codes to report.

Table 2.1. Aerospace Vehicle Maintenance Status Code Flow Chart.

AEROSPACE VEHICLE MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	RESPONSE	ACTION
A. Is the aircraft RESTRICTED from use or FLYABLE (Airworthy)?	RESTRICTED	NMC (Restricted - **NOTE 1**)
	FLYABLE	Go to question B
B. Does a discrepancy exist against any system/subsystem/component listed on the FSL that limits or prevents full mission performance?	YES	Go to question C
	NO	FMC
C. Is the system/subsystem/component identified on any BSLs?	YES	Go to question D
	NO	PMC
D. Is the system/subsystem/component identified on all BSLs?	YES	Go to question E
	NO	PMC
E. Is the system/subsystem/component completely inoperative or display	INOP	NMC (Airworthy - **NOTE 2**)

AEROSPACE VEHICLE MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	RESPONSE	ACTION
degraded performance? (**NOTE 3**)	DEGRADED	Go to question F
F. Can the system/subsystem/component still perform at least one wartime/training/test mission?	YES	PMC
	NO	NMC (Airworthy - **NOTE 2**) training/test mission?

NOTES:

1. Input maintenance status code NMCM, B or S and condition status code A through E as appropriate into the applicable maintenance information system.

2. Input maintenance status code NMCM, B or S and condition status code K, L, M, N, or P as appropriate into the applicable maintenance information system.

3. Degraded systems are those systems that are not fully operational, but function well enough to perform at least one assigned mission or part of an assigned mission.

Section 2E—Aerospace Vehicle Utilization Reporting NOTE: Not Applicable to RPA's, Full-Scale Aerial Targets and Sub-Scale Drones

2.28. Flying Hour Program. Tracking and reconciling is the responsibility of the AVUM/depot-level equivalent, with the Director of Operations/depot-level equivalent being responsible for reporting. However, Aircraft Maintenance Unit (AMU) debrief section/depot-level equivalent is responsible for entering flying hours from the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document* into the MIS. Guidance for completing the AFTO Form 781 can be found in TO 00-20-1, *Aerospace Equipment Maintenance, Inspection, Documentation, Policies, and Procedures*; AFI 11-401, *Aviation Management*; AFI 21-101, *Aircraft and Equipment Maintenance Management* and this instruction.

2.28.1. Maintenance Operations Squadron (MOS) PS&D and OG AVUM will develop and implement policies and procedures to validate sorties and hours flown daily. Additionally, Maintenance Operations Center (MOC) personnel will reconcile uncompleted sorties daily in the MIS. Operations Squadron (OS) monitor will validate total sorties/hours flown and total sorties/hours flown for the month to date. Units may use the daily sortie reconciliation aspect of Maintenance Scheduling Application Tool (MSAT), instead of the printed daily copies of the Aircraft Utilization Report (AUR). Mobility Air Force (MAF) units may use equivalent G081 screens.

2.28.2. The MOS PS&D will send a daily electronic copy of the MSAT product or the AUR to the AMU debrief section, and OS monitors. Debrief sections and OS monitors will reconcile sorties and hours flown on the AUR. If a disparity exists, the debriefer/OS monitor will annotate the difference on the AUR with the debriefer correcting the MIS. If an agreement cannot be made on the disparity, MOS PS&D will coordinate with the OG AVUM for appropriate action. A signed copy of the agreed upon daily AUR (signed by debrief) will be maintained by the OS monitor for three months. OS monitors will send the final AUR to the OG AVUM and AVDO upon closing out the month.

2.28.2.1. The OG AVUM and AVDO will compare the flying hours in the MIS (REMIS or GCSS Air Force Data Services) with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS represents hours flown. MIS flying hour data is the official reporting source, completeness and accuracy of flying hours is a joint endeavor.

2.28.3. The OG AVUM will submit a monthly flying hour report to the MAJCOM for the previous month's flying hours. The monthly flying hour report is due to the MAJCOM AVUM NLT the 5th calendar day of each month.

2.28.3.1. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS as 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following months report.

2.28.3.2. The AVUM and AVDO will compare the flying hours in the MIS (REMIS or GCSS Air Force Data Services) with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS accurately represents the hours flown.

2.28.4. The AVUM will submit a monthly flying hour report to the MAJCOM for the previous month's flying hours. The monthly flying hour report is due to the MAJCOM AVUM NLT the 5th calendar day of each month.

2.28.4.1. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS as of 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following month's report.

2.29. Aerospace Vehicle Utilization Reporting Concept. Report unit or depot flying hours and sorties by Program Element Code (PEC) and mission symbol for each possessed aerospace vehicle. This data helps determine future inspection and modification requirements including the Aircraft Structural Integrity Program (ASIP) and Reliability and Maintainability programs. MIS data will be input no later than midnight on the fourth calendar day of the following month. Any flying time reported after the fourth calendar day will be reported in the next month's data in the MIS. The reporting requirements in this section are exempt from licensing in accordance with AFI 33-324.

2.29.1. Each MAJCOM's utilization data automatically updates REMIS. If the possessing unit is not in the command allocated the hours to be flown, the MAJCOM AVDO will credit the hours to the assigned command by using the "L" (loan) indicator in REMIS.

2.29.1.1. The utilization monitor in the MAJCOM will credit the hours to the assigned unit.

2.29.2. The reporting period is based on Greenwich Mean Time (GMT). The first day of the new GMT month, the flying hours are reported for the new month.

2.29.2.1. If the base or MAJCOM is reporting flying hours on aerospace vehicles at locations other than where the aerospace vehicles are possessed, the base or MAJCOM will direct how hours will be forwarded to the MIS reporting location. The base or MAJCOM may use interim reporting means such as phone, fax, or message via E-mail.

Avoid duplicate reporting when the aerospace vehicle returns to its possessed location and process the original AFTO Form 781.

2.29.2.1.1. The utilization monitor in the MAJCOM will provide instructions on how to get the hours to the possessed location.

2.29.2.2. When an AFMC contractor or depot field team possesses an aerospace vehicle and an AFMC aircrew will fly the FCF, the reporting base submits utilization data using:

2.29.2.2.1. A "DR" possession purpose identifier.

2.29.2.2.2. PEC 0708211F.

2.29.2.2.3. Program Element Identification (PEID) "I" (INDIA).

2.29.2.2.4. Command code "MTC" for the field team.

2.29.2.2.5. Field Team organization.

2.29.3. In aerospace vehicle movements such as rotations and deployments, the MAJCOM AVDO should consider ease of reporting and flying hour accountability in deciding whether to transfer possession to the operating location.

2.29.3.1. If the movement involves more than one MAJCOM, MAJCOM AVDO(s) will agree on the inventory reporting changes to make sure utilization is reported to the desired MAJCOM. MAJCOM AVDO(s) will issue inventory reporting instructions before aerospace vehicle movement unless the movement is urgent.

2.29.3.1.1. The MAJCOM utilization monitor will make this determination and coordinate with the MAJCOM AVDO.

2.30. What to Report. Utilization reporting is required for all aerospace vehicles except those in possession purpose codes "XU", "XY", and "NY".

2.31. Multiple Utilization Reporting. This capability is only currently available in the REMIS and G081 MIS.

2.31.1. Multiple utilization reporting allows sorties to be divided in segments or legs. A leg is a portion of a sortie that may have a different mission number or PEC / Utilization Purpose Code (UPC) / Type Utilization Code combination.

2.31.2. Time overlaps or gaps between sortie legs are not allowed and all flying time will be entered in Zulu time.

2.31.3. The International Civil Aviation Organization (ICAO) code may be used to designate from/to locations on each sortie leg. ICAO codes will be edited against the ICAO code table.

Section 2F—Accountability, Termination, and Delivery Procedures

2.32. Aerospace Vehicle Accountability.

2.32.1. AF-AVDO maintains accountability on AFMC Form 1026, *Aircraft Accountability Record*, for all Air Force aerospace vehicles. The AF-AVDO assigns voucher numbers for terminated aerospace vehicles and records them on AF Form 3131, *General Purpose* (used as a manual register of all assigned voucher numbers).

2.32.2. Accountability begins when Wide Area Workflow Receiving Report (WAWF RR) or DD Form 250, *Material Inspection and Receiving Report*, is signed.

2.32.3. Account for aerospace vehicles as long as assets are assigned to a US Air Force, Air National Guard, or US Air Force Reserve activity. Accountability ends on receipt of a termination message and/or DD Form 1149, AFTO Form 290, *Aerospace Vehicle Delivery Receipt*, DD Form 250 or WAWF RR with termination transactions input to the appropriate MIS.

2.32.4. AF-AVDO will maintain an electronic continuity book.

2.33. Final Termination Accountability.

2.33.1. The possessing unit AVDO initiates termination of accountability with a termination message and inputs the termination into the appropriate MIS if:

2.33.1.1. Loss or disposition is due to crash damage or major maintenance beyond economical repair.

2.33.1.2. For aerospace vehicles to be reclaimed, terminate upon receipt of save list.

2.33.1.3. All excess aerospace vehicles are considered for reclamation. Excess serviceable or economically repairable aerospace vehicles are screened IAW AFI 16-402 and DoD 4160.21-M, *Defense Materiel Disposition Manual*, August 1997. AF/A8PB will issue disposition instructions using an AF Form 913 prior to execution of a reclamation. Save lists are part of a reclamation and will be completed IAW AFMAN 23-110, *USAF Supply Manual* or waived by HQ AFMC.

2.33.2. For crash damaged aerospace vehicles, the possessing unit AVDO initiates and sends a termination message without waiting for mishap investigation board findings after the Maintenance Group Commander (MXG/CC), or equivalent, with System Program Manager (SPM) coordination determines the aerospace vehicle is completely beyond repair. If the decision is beyond the MXG/CC's capability, refer to the System Program Manager for engineering determination. The unit AVDO terminates possession upon receipt of determination via message. The possessing unit AVDO terminates possession, citing the MXG/CC's decision with SPM coordination or the SPM's engineering determination message and reports using Aerospace Equipment Termination Report, along with MIS input. ***NOTE:*** Prior to terminating an aerospace vehicle from the MIS, archive all records.

2.33.2.1. Report abandoned aerospace vehicle wreckage to the nearest Defense Property Disposal Office for sale or formal abandonment.

2.33.2.2. Crashed aerospace vehicles considered for termination will be placed in possession code "XW" until the MXG/CC, equivalent, or SPM determines the appropriate termination code.

2.33.3. The unit AVDO sends a copy of the termination message to the unit engine manager with responsibility for the engines. This message gives the engine manager the authority to dispose of the engines according to the applicable AFI.

2.33.3.1. After the engine manager has disposed of or terminated the engines, the unit AVDO terminates the aerospace vehicle using the applicable termination code.

2.33.4. HQ USAF may authorize the termination of aerospace vehicles that cannot be terminated using standard procedures. In such cases, the possessing unit processes the termination citing the HQ USAF notification as authority.

2.33.5. Disposition of aerospace vehicle historical records. After release of an aerospace vehicle's historical records by the accident investigating board and/or termination from the Air Force Inventory, retain the records for three months, then destroy IAW the AF Records Disposition Schedule in AFRIMS, **https://www.my.af.mil/gcss-af61a/afrims/afrims**, Table 21-6, Rule 3.

2.34. Delivering Aerospace Vehicles to Agencies Outside the Air Force.

2.34.1. Start these assignments according to AFI 16-402. Fill out DD Form 1149, as shown in **Attachment 9** or AFTO Form 290.

2.34.2. Have the recipient sign the completed DD Form 1149 as soon as the aerospace vehicle is picked up/delivered. Distribute the number of copies as shown in **Table 2.2** within 10 calendar days.

Table 2.2. DD Form 1149 Distribution Chart.

For aerospace vehicle going to:	HQ AFMC/AF-AVDO Wright-Patterson AFB OH	Copies to accompany aerospace vehicle forms binder	Total
Foreign Countries	Signed Original	4	5
Non-USAF Activities	Signed Original	4	5

2.35. Using AFTO Form 290.

2.35.1. Use AFTO Form 290 as a record of selected equipment to be transferred with the aerospace vehicle. This form:

2.35.1.1. Is not required if aerospace vehicles are moved by airlift or surface transportation.

2.35.1.2. Is used in lieu of the DD Form 1149, for aerospace vehicles going to agencies outside the Air Force inventory.

2.35.1.3. Gives the delivery pilot, transporter, or recipient organizations a complete list of items that are mandatory to check.

2.35.2. Use AFTO Form 290 as:

2.35.2.1. An aerospace vehicle receipt for delivery pilots or transporters.

2.35.2.2. A receipt for selected aerospace vehicle equipment and as a paperwork checklist.

2.35.3. The releasing organization (such as the AVDO or AFPRO at factories, depots, modification centers, and bases) or the delivery control officer at the base where the delivery started, fills out the form, including:

2.35.3.1. The aerospace vehicle or missile model and serial number.

2.35.3.2. Account or contract number.

2.35.3.3. Project and priority.

2.35.3.4. Flight Transportation Order Number when known.

2.35.3.5. Receiving organization (organization to which the aerospace vehicle will be delivered).

2.35.3.6. Released by (the releasing organization's unit, base, and command).

2.35.3.7. Delivery Point (point and date of release).

2.35.3.8. Numbers Placed on Aerospace Vehicle or Missile by Releasing Organization, column B (the numbers of listed items placed on each aerospace vehicle). ***NOTE:*** List all Confidential, Secret, and/or Nuclear Weapon Related Materiel (NWRM) equipment installed on the aerospace vehicle in the space provided. Enter "none" in the "classified material installed on aircraft" block of the AFTO Form 290 if the aerospace vehicle has no classified material/NWRM installed.

2.35.3.9. The authorized representative at the delivering organization will accept the aerospace vehicle from delivery and will accept responsibility for the paperwork and equipment listed in column B of the check-list by signing the delivery receipt in the space provided. The representative will check each item received in column C. When the check is complete, the representative will initial at the bottom of the column.

2.35.3.10. The delivery organization will not accept the aerospace vehicle until the items listed in column B match those on the aerospace vehicle.

2.35.3.11. If the authorized representative of the delivering organization is the pilot or transporter, fill out the AFTO Form 290 just before the aerospace vehicle actually departs.

2.35.3.12. Delivery control or transportation officers at the factory or modification center will check the items listed and sign AFTO Form 290.

2.35.4. At the factory or modification center, the delivery control or transportation officer may not have guards to keep close watch over received aerospace vehicle. Instead, a contractor, or other agency will provide these services.

2.35.4.1. In these cases, the delivery control transportation office is not responsible for items listed on AFTO Form 290.

2.35.4.2. The delivery pilot or transporter of the delivery control or transportation officer will personally check all items and promptly sign a receipt for them on AFTO Form 290 in the "Transportation/Ferrying Organization Receipt" section before the aerospace vehicle departs.

2.35.5. AFTO Form 290 provides space in columns D through I for up to three intermediate stops. Use this space when the pilot or transporter is not staying with the aerospace vehicle and does not want to be responsible for the items on the checklist.

2.35.5.1. If the aerospace vehicle makes more than three intermediate stops, the pilot or transporter will use an additional set of forms and attach them to the first form.

2.35.5.2. At these intermediate activities, the commander authorized representative will take responsibility for the items after check-in.

2.35.5.3. The authorized activity representative and the pilot or transporter will check the items immediately after the aerospace vehicle arrives.

2.35.5.4. If all items in column B match those on the aerospace vehicle, the activity representative will check the first open intermediate activity check-in column and initial the bottom of the column.

2.35.5.5. If an item is missing, the representative will enter the correct figure in the check-in column. The pilot or transporter will initial the corrected figure and explain any discrepancies in the remarks section of the form. After all items are checked, the activity commander is responsible for the equipment and papers.

2.35.5.6. The pilot or transporter will check the items in the checklist before the aerospace vehicle leaves. The pilot or transporter will check the proper intermediate activity check-out column and initial the bottom of the check-out column. The activity representative will also initial the column. The activity representative will explain any discrepancies in the remarks section of the form, giving his or her grade and signature.

2.35.6. When the aerospace vehicle arrives, if the items in column B match those on the aerospace vehicle, the authorized representative of the recipient organization checks column J and will initial at the bottom of the column.

2.35.6.1. If an item is missing, the representative enters the corrected figure in column J and the pilot or transporter will initial the corrected figure and explain the discrepancy in the remarks section of the form.

2.35.6.2. The authorized representative of the recipient organization will then sign the receipt in the space provided on the form.

2.35.7. The releasing organization makes copies and sends them as follows:

2.35.7.1. Copy 1 -- home station.

2.35.7.2. Copy 2 -- pilot or transporter.

2.35.7.3. Copy 3 -- recipient.

2.35.7.4. Copy 4 -- releasing organization.

2.35.7.5. Copy 5 -- Defense Plant Representative Office (DPRO) where the contractor facility is located, marked for the property administrator (if aerospace vehicles are delivered to the contractor facility).

2.35.8. The commands should coordinate with each other to reduce the number of copies needed.

Section 2G—Valuation of Aerospace Assets

2.36. Aircraft, Full-Scale Aerial Targets, Sub-Scale Drones and RPA Asset Values.

2.36.1. Weapon System Program Managers are responsible for establishing the CFO reporting data elements (full cost and useful life) in REMIS for each delivered aircraft and RPA asset. Full-scale aerial target and sub-scale drone assets will provide (full cost) data only.

2.36.1.1. The value must include all installed subcomponents purchased on a separate contract and all GFM.

2.36.1.2. The PM records both full cost and useful life data for aircraft and RPA assets and full cost data only for full-scale aerial targets or sub-scale drones in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record has been established in REMIS.

2.36.1.3. Since the full-scale drone costs are determined in phases, the Weapon System Program Manager will enter the initial cost (fly away cost from AMARG) and then update the cost as the other costs are reported to that office. AMARG and any other organic or commercial organization involved in creating the drones must provide this information to the Weapon System Program Manager in a timely manner.

2.36.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

2.37. Aircraft and RPA Asset Modification Value.

2.37.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

2.37.1.1. This CFO requirement applies to aircraft and RPA assets only. The full-scale aerial targets and sub-scale drones do not have to record modifications for CFO reporting.

2.37.1.2. Capitalize only those modifications that meet the DoD capitalization threshold as defined in DoD Financial Management Regulation 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

2.37.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

2.37.1.4. The modification records should be established in REMIS not more than 5 workdays after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 workdays after the modification was completed on the specific asset.

2.37.2. A copy of the documentation supporting the modification information should be maintained by the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

Chapter 3

INVENTORY AND STATUS REPORTING OF MISSILES

Section 3A—Reporting System Overview

3.1. Concepts.

3.1.1. Each aerospace vehicle is always possessed by a designated Air Force reporting organization at either the organizational or depot level. The possessing organization or depot will report:

3.1.1.1. The hours it possesses the aerospace vehicle.

3.1.1.2. Changes in aerospace vehicle possession.

3.1.1.3. Status conditions that affect an aerospace vehicle's ability to perform assigned missions.

3.1.2. If a contractor controls or maintains uninstalled Intercontinental Ballistic Missiles (ICBM) missile motors, assembled ICBM downstages, or Propulsion System Rocket Engines (PSRE) that requires inventory, status, and utilization reporting, the contractor must submit the needed reports or information to the agency that requests them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

3.2. Security Classification. Missile inventory, status, and utilization data reported under this instruction is unclassified. Do not enter classified data into the MIS, Integrated Missile Database (IMDB) or REMIS.

Section 3B—Reporting Responsibilities

3.3. Base and Depot Level Activities. Reporting starts at base or depot-level.

3.3.1. Group Commanders or depot maintenance directorate responsibilities:

3.3.1.1. Ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination* and this instruction.

3.3.1.2. Appoint a primary and alternate AVDO to report inventory status for the unit or depot. Via E-mail message, provide the MAJCOM AVDO the name, grade, duty phone, E-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur.

3.3.2. Unit and Depot AVDO appointees:

3.3.2.1. Perform duties as the primary POCs for ICBM inventory and status reporting within their organization.

3.3.2.2. Monitor and/or input data in the MIS daily.

3.3.2.3. Resolve any data reporting problems.

3.3.2.4. Ensure equipment loads to MIS for aerospace vehicles contain correct current operating time prior to performing gain transactions.

3.3.2.5. Initiate inventory transactions and movement reports as required.

3.3.2.6. Send messages as required by this instruction and MAJCOM supplements.

3.3.2.6.1. E-mails are the standard format to transmit messages. Unclassified messages will be sent through official NIPR E-mail and are required to be digitally signed and encrypted using the Common Access Card Public Key Infrastructure. Classified messages will be sent through official SIPR E-mail.

3.3.2.7. Follow procedures in AFI 16-402.

3.3.2.8. Ensure DD Form 1149, *Requisition and Invoice/Shipping Document*, is completed and sent as required (See **Attachment 9**).

3.3.2.9. Distribute assigned ICBMs as required.

3.3.2.10. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match.

Section 3C—Reporting ICBMs

3.4. Types of Reporting.

3.4.1. Physical Accountability and Valuation. Air Force reports accountability of the ICBM All Up Round (AUR) as military equipment through the MIS and REMIS. Air Force reports accountability of the uninstalled ICBM missile motors, the assembled ICBM downstages and the Propulsion System Rocket Engine (PSRE) as operating material and supplies (OM&S) through the Integrated Missile Database (IMDB). While the MIS, IMDB and REMIS maintain information on all aspects of the ICBM inventory, it is critical that the ICBM System Program Office (SPO) communicate ownership and location to the Transportation Management Specialist/AVDO to update IMDB and the MIS and provide Gain/Loss/Possession messages to the MAJCOM AVDO to update REMIS in a timely manner. In addition, the ICBM SPO must ensure that the MIS, IMDB and REMIS are reconciled to the actual ICBM inventory as follows:

3.4.1.1. Movement of any uninstalled assembled ICBM downstage, PSRE or uninstalled ICBM missile motor must be reconciled monthly with the ICBM SPO provided IMDB documents. In addition, movement of any assembled ICBM downstage or uninstalled ICBM missile motor must be reconciled monthly with REMIS/MIS, and movement of PSREs must be reconciled monthly with the MIS.

3.4.1.2. Destruction of an ICBM AUR or an assembled ICBM downstage is to be reconciled with the MIS/REMIS and ICBM SPO provided IMDB documents monthly. Destruction of any PSRE or uninstalled ICBM missile motor must be reconciled monthly with ICBM SPO provided IMDB documents.

3.4.1.3. Ownership and asset condition codes must be reconciled as follows:

3.4.1.3.1. ICBM AURs must be reconciled quarterly with the MIS/REMIS.

3.4.1.3.2. Assembled ICBM downstages, PSREs and uninstalled ICBM missile motors must be reconciled quarterly with ICBM SPO provided IMDB documents.

3.4.1.3.3. Assembled ICBM downstages, not installed in a silo must be reconciled quarterly with the MIS/REMIS.

3.4.1.4. Complete physical accountability (i.e. actual assets compared to ICBM SPO provided IMDB documents and IMDB documents to actual assets) of uninstalled ICBM missile motors, uninstalled, but assembled ICBM downstages and uninstalled PSRE's must be conducted annually (Date of report will be 31 August with 30 days to inventory and reconcile reports with the OO-ALC AVDO). In addition, a complete physical accountability of uninstalled but assembled ICBM downstages must also be conducted against the MIS/REMIS information. ICBM AUR physical accountability will be performed during Re-entry System installation. Part number/serial number information from each missile stage, the missile tail number, Missile Guidance Set and PSRE will be recorded using a MIS generated Work Unit Code and submitted to the unit AVDO for reconciliation with the MIS.

3.4.1.5. The ICBM AUR and assembled ICBM downstages financial information is maintained in REMIS. Uninstalled ICBM missile motors and PSRE financial information is maintained in IMDB. The ICBM SPO is responsible for establishing and maintaining the CFO reporting data elements (full cost and useful life) of an ICBM AUR, uninstalled ICBM missile motors (both individual and in an assembled ICBM downstage) and PSRE (See **Section 3D**). In addition, the ICBM SPO must establish and maintain qualified modification records against an ICBM AUR. The ICBM SPO will reconcile the valuation of the ICBM AUR, uninstalled ICBM missile motors, assembled ICBM downstages and PSREs at least annually (Date of report will be 31 August with 30 days to inventory and reconcile reports).

3.4.2. Inventory and Status Reporting. ICBM reporting includes inventory and status reporting on ICBM AURs, uninstalled ICBM missile motors, assembled ICBM downstages and PSREs at all depot level locations (including contractors) and assigned to units by HQ USAF and MAJCOMs for specific missions. The AVDO records this information and sends it to the MAJCOM, (excluding uninstalled ICBM missile motors) and OO-ALC AVDO who updates IMDB. Reporting begins when:

3.4.2.1. The uninstalled ICBM missile motor in IMDB, the assembled ICBM downstage, and/or PSRE are accepted by a (field or depot level) location in the MIS/REMIS.

3.4.3. Possession Reporting. Possession is the actual acceptance or designation of responsibility for an uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR. When the unit takes possession of an ICBM, the unit starts reporting according to this instruction and applicable systems instructions.

3.4.3.1. Units and depot level locations report all uninstalled ICBM missile motors and PSRE gains, losses and relocations to the ICBM AVDO to update IMDB. Units input all assembled ICBM downstage gains, losses and relocations into the MIS with confirmation notification to the OO-ALC AVDO. Depot will send assembled ICBM downstage gains, losses and relocations to the OO-ALC AVDO.

3.4.3.2. The unit or depot-level location (including contractors) processing ICBM assets will report the gain or loss as it occurs.

3.4.3.3. Units will report ICBM AUR. An ICBM is classified as an All Up Round when in the launch facility, with MGS, PSRE and RS, and possessed in Possession Purpose Code "CC".

3.5. Possession Gain, Loss, Termination and Relocation Criteria.

3.5.1. An organization gains possession of an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE when the gaining organization accepts the asset.

3.5.2. Possession terminates when the ICBM asset is destroyed (demilled, launched, destructive Aging/Surveillance testing), or is transferred to another responsible organization. Terminate the ICBM asset in IMDB which will cease reporting if the asset has permanently transferred to non-Air Force activities.

3.5.3. For uninstalled ICBM missile motors, assembled ICBM downstages or PSRE moved in "PJ" code, possession changes when the Traffic Management Flight (TMF) of the gaining field unit accepts the vehicle or when the 581 MMXS/MXDPB (Missile Maintenance Support Flight) accepts the asset at the depot (OO-ALC) or a contractor accepts the asset at their facility (for repair or use).

3.5.3.1. This is accomplished when the TMF of the gaining organization, 581 MMXS/MXDPB or the authorized contractor accepts the uninstalled ICBM missile motor or assembled ICBM downstage at the gaining station location code. The crews that move the missiles by truck are treated as "neutral" crews and therefore do not affect gain/loss reporting.

3.5.3.2. The OO-ALC AVDO will also be informed of the gain to maintain proper accountability in IMDB.

3.5.4. Possession terminates when an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE becomes a training aid or is transferred to the National Museum of the United States Air Force or at the time the aerospace vehicle meets the termination requirements of this instruction and AFI 16-402. For accountability purposes, uninstalled ICBM missile motor fired cases, GTM's, hot-fired PSREs and other training assets at the depot will be tracked in IMDB, but will not be included on directed uninstalled ICBM missile motor inventories. Terminate the ICBM asset and cease reporting if the asset has permanently transferred to non-Air Force activities that may include but are not limited to:

3.5.4.1. NMUSAF Programs.

3.5.4.2. Defense Logistics Agency (DLA) Disposition

3.5.5. Depot relocates an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE when the asset is moved between buildings or to a contracted organization location supporting depot functions/programs. An organization relocates an assembled ICBM downstage or PSRE when the asset is moved from the support base or another launch facility (LF) and the asset is installed at a new LF. An organization relocates an assembled ICBM downstage or PSRE when the asset is returned from the LF to the support base. All shipping documents for relocation/movement of assets need to be provided to the OO-ALC AVDO within 5 business days.

3.6. Notification Procedures. Accurate reporting of possession changes is essential in order for the Air Force to accurately account for the location and use of the uninstalled ICBM missile motors, assembled ICBM downstages, PSREs and ICBM AURs. Possession change messages are required on all ICBM asset transfers between locations. Both reporting organizations must use the same Zulu time and date.

3.6.1. Gain Message, ICBM Asset Possession Change Report. The AVDO of the organization gaining the uninstalled ICBM missile motor, assembled ICBM downstage or PSRE must send a priority gain E-mail message not later than the 5 workdays after the possession changes. See **Attachment 18** for a sample gain message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.2. Loss Message ICBM Asset Possession Change Report. The AVDO of the organization losing possession of an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE must send a priority loss E-mail message not later than the first workday after the possession change takes place. See **Attachment 19** for a sample loss message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.3. Termination Message ICBM Asset Termination Report. The unit or depot where the ICBM asset was destroyed or sent to Defense Logistics Agency (DLA) Disposition must send a priority termination E-mail message not later than five working days after the action has occurred. The unit shall provide a signed termination letter or equivalent containing how, when, where, serial number and the date the asset was destroyed. The OO-ALC AVDO will file the termination letter and update IMDB accordingly. See **Attachment 20** for a sample termination message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.4. Possession Purpose Identifier Code Change Message, ICBM Asset Possession Purpose Identifier Code Change Report. When changing a possession purpose identifier, the AVDO must send a priority message, via an E-mail, not later than the first workday after the change. See **Attachment 21** for a sample possession purpose identifier change message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.5. Configuration Identifier Change Report. The AVDO of the organization changing the configuration identifier of an uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR must send a configuration identifier change E-mail message. Obtain proper authorization from the MAJCOM AVDO before making the change, and send a priority message not later than the first workday after the change. See **Attachment 22** for a sample MDS/Configuration identifier change message and instructions for preparing the message. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

3.6.6. Relocation Message, ICBM Asset Location Change Report. The AVDO of the organization relocating an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE must send a priority relocation message via E-mail to the depot AVDO not later than the first workday after the asset's location changed. See **Attachment 23** for a sample relocation message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. A relocation message does not require USAF AVDO or MAJCOM AVDO notification but requires notification of the transportation management specialist (for an IMDB update).

3.6.7. Change in Asset Condition Code. The ICBM SPO is responsible for changing the condition code of the uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR and must send a priority asset condition code change message, via E-mail, not later than the first workday after the change. This priority message is sent to the OO-ALC AVDO to update IMDB. See **Attachment 24** for a sample relocation message and instructions for preparing the message.

3.6.8. How to Determine Codes. **Attachment 4** lists the references used in inventory reporting under this instruction.

3.7. ICBM Accountability.

3.7.1. AF-AVDO maintains accountability for ICBMs on the AFMC Form 1026. The AF-AVDO assigns voucher numbers for terminated ICBMs and records them on AF Form 3131, *General Purpose* (used as a manual register of all assigned voucher numbers).

3.7.2. For all assembled ICBM downstages or PSREs assigned to an Air Force activity, accountability begins when the DD Form 250, *Material Inspection and Receiving Report*, or WAWF RR is signed.

3.7.3. Accountability ends upon receipt of a termination message and DD Form 1348-1, when applicable.

Section 3D—Air Launched Cruise Missiles

3.8. Air Launched Cruise Missiles Reporting. Units will report all Air Launched Cruise Missile, Advanced Cruise Missile, and Conventional Air Launched Cruise Missile inventory gains, losses and terminations (using the same procedures for aerospace vehicles outlined in **paragraphs 2.9** thru **2.21** of this instruction). Units possessing Air Launched Cruise Missiles will perform a semi-annual reconciliation (with at least one reconciliation occurring in August) of all assigned/possessed cruise missile inventories with IMDS and MAJCOM provided REMIS products.

Section 3E—Valuation

3.9. Operating Material & Supplies (OM&S) Asset Value – RSLP and Uninstalled ICBM Missile Motors, Assembled ICBM Down Stages and PSRE.

3.9.1. The Weapon System Program Managers are responsible for establishing the CFO reporting data elements (full cost and useful life) of the uninstalled ICBM and RSLP missile motors and the PSRE. This data is normally derived from the acquisition/procurement

contracts, however, in the absence of these contracts (for the older weapon systems), the cost may be derived from other means (i.e. like items). Procedures for reporting of RSLP are contained in **Chapter 11** of this instruction.

3.9.2. The cost data of the assembled ICBM downstage is the sum of the ICBM missile motors used in the assembly.

3.9.3. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained with the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

3.10. ICBM AUR and Cruise Missile Asset Value.

3.10.1. Weapon System Program Managers are responsible for establishing the complete CFO reporting data elements (full cost and useful life) in REMIS for each delivered ICBM AUR and cruise missile.

3.10.1.1. The value must include all installed subcomponents purchased on a separate contract and all GFM.

3.10.1.2. The PM records full cost and useful life data in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

3.10.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

3.11. ICBM AUR Modification Value.

3.11.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

3.11.1.1. This CFO requirement applies to ICBM AURs only.

3.11.1.2. Capitalize only those modifications that meet the DoD capitalization threshold as defined in DoD Financial Management Regulation 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

3.11.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

3.11.1.4. The modification records should be established in REMIS not more than 5 workdays after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 workdays after the modification was completed on the specific asset.

3.11.2. A copy of the documentation supporting the modification information should be maintained by the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically, but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

Chapter 4

FLIGHT SIMULATOR AND TRAINER DEVICE INVENTORY REPORTING: (INCLUDES THE MRAP MET (EGRESS TRAINER) AND CROWS (COMMON REMOTELY OPERATED WEAPON STATION) TRAINER SYSTEMS

4.1. Trainers Covered Under This Instruction. Air Force, Air Reserve, and Air National Guard units will report on the inventory of trainers. The reporting requirements in this section are exempt from licensing (to include requisitions, material release orders, or supply status notices processed and transmitted within an operational system) in accordance with paragraph 2.11.3. of AFI 33-324.

4.1.1. Report trainer inventory through the MIS.

4.2. Responsibilities.

4.2.1. Base Activities. Units that have trainers will prepare trainer information according to appropriate MIS user's manuals and this AFI. Possessing units include maintenance, operations, Air Education Training Command (AETC) training detachments (TDs) and regional training centers (RTCs). The possessing unit:

4.2.1.1. Reports inventory of trainers in accordance with MIS user's manuals.

4.2.1.2. Reviews the data and corrects the errors.

4.2.2. MAJCOMs, Air Reserve Component (ARC):

4.2.2.1. Monitor the inventory.

4.2.2.2. Appoint a command OPR for the reporting system that ensures the trainer data reported is correct and up to date and corrects or reports any discrepancies or problems.

4.2.2.3. At their option, use the trainer allocation subsystem to manage the command training programs.

4.2.2.4. Ensure all command staff agencies responsible for training, use assigned trainers according to command directives.

4.2.2.5. Ensure command staff agencies reallocate and coordinate movement of improperly used trainers to other units in the command with a valid need.

4.2.2.6. When the command no longer needs trainers under AF/A3OT control, request disposition instructions according to AFI 36-2251, *Management of Air Force Training Systems* and this instruction.

4.2.3. HQ AFMC: HQ AFMC will ensure that contracting documents state the contractor will assign serial numbers to all trainers per AFMAN 23-110, *USAF Supply Manual* and TO 43-1-1, *Maintenance, Inspection, Storage, Shipment and Serialization - -Training Devices and Trainer Maintenance Parts, Maintained by Air Force Depots*.

4.3. Trainer Equipment Designators (EQD).

4.3.1. Prefix the EQD with a group identification code that identifies the type of trainer by group.

4.3.1.1. For example, report:

4.3.1.1.1. The F-15A mission simulator, type A/F 37AT49, as 1BN000.

4.3.1.1.2. The LGM-25C missile guidance subsystem trainer, type AN/GSM-T7 as 2NV000.

4.3.1.2. Report trainers without a related system as "multi"; i.e. report instrument trainer, type A/F37AT40, as 1MULTI. Use the appropriate group of the trainer in the first digit, as shown below:

4.3.1.2.1. Group 1: Aircrew trainers (instrument, flight, and mission simulators), not including cockpit procedure trainers and egress procedures trainers built by MAJCOMs other than AFMC.

4.3.1.2.2. Group 2: Missile trainers (ballistic and non-ballistic).

4.3.1.2.3. Group 3: Navigation and electronics trainers.

4.3.1.2.4. Group 4: Technical trainers such as Mobile Training Sets (MTS) and Resident Training Equipment (RTE).

4.4. Trainer Serial Number.

4.4.1. The first four digits of the serial number for all groups of trainers are the serial number prefix for the reporting EQDs.

4.4.2. AFMC assigns the last six digits of the serial number as directed in AFMAN 23-110 and TO 43-1-1.

4.4.3. A cross-reference list for group-4 trainer serial numbers assigned AF ID numbers is in TO 43-1-1, Table 10-1.

4.5. Reporting Criteria. Report on base level trainers. Use the procedures outlined in the appropriate MIS user's manuals.

4.5.1. Units will report the inventory of all groups of trainers even if the trainers are assigned under CLS, TCT, or ATS.

4.5.2. The basic possession purpose code for all trainers is "TJ". Change the possession purpose code of a trainer in pipeline, storage, or modification, according to the Aerospace Vehicle and Trainer Purpose Identifier. Use these codes to show the status of the trainer. For example, use "BT" code if a trainer is:

4.5.2.1. Being made ready for transfer.

4.5.2.2. In-transit.

4.5.2.3. Being assembled for operation.

4.5.3. The Air Force unit monitoring trainer modification or trainers provided as either Government Furnished Property/Equipment (GFP/GFE) or on loan will report the inventory of trainers physically located at the contractor's facilities.

4.5.3.1. The government plant representative will send a routine message to the responsible reporting unit when the contractor facility has received or shipped the

trainers. Include EQD, nomenclature, serial number, and date the action took place in the message.

4.5.4. The assigned unit reports trainers that are:

4.5.4.1. GFP/GFE.

4.5.4.2. On loan.

4.5.4.3. Located at a contractor's facility.

4.5.4.4. Located at an Air Force site to support contract training programs. ***NOTE:*** Report only inventory while at a contractor's facility.

4.6. Possession Gain.

4.6.1. Gain trainers, or newly reported trainers, to the Air Force inventory using the "GI" code and input the gain into the appropriate MIS.

4.6.2. Gain Message, *Aerospace Equipment Possession Change Report*. Report with a gain message as described in **paragraph 2.16**.

4.7. Possession Loss.

4.7.1. Lose trainers that are transferring to another unit on the applicable date and input the loss into the appropriate MIS.

4.7.2. Loss Message, *Aerospace Equipment Possession Change Report*. Report with a Loss Message as described in **paragraph 2.17**.

4.8. Possession Termination.

4.8.1. Terminate trainers when required and input the termination into the appropriate MIS using the correct termination code.

4.8.2. Termination Message, *Aerospace Equipment Termination Report*. Report with a Termination Message as described in **paragraph 2.18**.

4.9. Audit Requirements.

4.9.1. At base level, the reporting unit will review on-line audit-error reports and listings and correct errors on-line within the specified time period.

4.9.2. At command level, the command OPR will validate trainer data and monitor the reporting units to ensure that errors are corrected and accurate information is reported in the applicable MIS.

Chapter 5

MRAP INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 5A—Reporting System Overview

5.1. Concepts.

5.1.1. Each MRAP is always possessed by a designated Air Force reporting organization at either the organizational or depot level. The possessing organization or depot will report:

5.1.1.1. Possession and possession changes.

5.1.1.2. Status conditions that affect ability to perform assigned missions.

5.1.1.3. Configuration and configuration changes.

5.1.1.4. Utilization data.

5.1.2. Contractor Reporting. For contractor-controlled or maintained equipment/system(s), the possessing organizations still retains the responsibility to ensure inventory, status, utilization, and configuration reporting is accomplished. The organization owning the contract maintenance requirement or designated official shall be responsible for ensuring the contract contains the necessary requirements for the contractor to provide the required inventory and status reporting information to affected users. The organization requiring the contract controlled maintenance shall work with the contracting officer to ensure inventory and equipment status reporting requirements are accurately captured in contract documents.

5.1.3. Deployed Asset Reporting. Deployed units will coordinate with the appropriate Lead Command on processes to follow for gathering applicable reporting data while minimizing impact to the warfighter.

5.1.4. Units without access to an automated Maintenance Information System (MIS) will work with their command headquarters to determine alternative procedures.

5.2. The Reporting System. Units process inventory, status and utilization data using an approved MIS. HQ USAF, MAJCOMs, Field Operating Agencies (FOAs), HQ AFMC, and other authorized users of the Reliability and Maintainability Information System (REMIS) database monitor the data and may extract reports to control MRAP inventory, status, and utilization. Any records dispositions or IT Systems that need to be updated/deleted/added in the AF RDS must be accomplished by following the guidance in Chapter 11 of AFI 33-364. Contact your local records professional for additional guidance.

5.2.1. Units collect and input the data as shown in the applicable MIS user's manual. Data is electronically transmitted at specified times to the REMIS database.

5.2.2. HQ USAF, HQ AFMC, MAJCOMs, and other authorized users may extract reports, data, and information from an automated accounting system database to monitor and control MRAP inventory, status, and utilization.

5.3. Reporting Accuracy. Inventory, status, and utilization reports are the basis for justifying and defending plans, programs, budgets, and to support the AF's CFO statement. Accurate and

timely reporting is critical. Errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

5.4. Security Classification. MRAP inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into the MIS/REMIS or an automated accounting system database.

Section 5B—Reporting Responsibilities

5.5. Unit-Level Activities. All reporting starts at unit level.

5.5.1. The unit designated POC ensures that MRAP inventory, status, and utilization reporting is accurate and timely. To accomplish this the unit designated POC:

5.5.1.1. Ensures the unit correctly maintains and reports applicable inventory, maintenance status, utilization, and configuration data on all MRAPs assigned to their organization.

5.5.1.2. Coordinates with MAJCOMs, ALCs, and contractor field teams to verify inventory, status, and utilization reporting.

5.6. MAJCOMs.

5.6.1. Coordinate with other MAJCOMs, ANG, Air Force Reserve, and non-USAF organizations to move, ship, or transfer MRAPs and send applicable movement reports.

5.6.2. Ensure that MRAPs selected for transfer meet the specified configuration requirements and are prepared for transfer in accordance with Technical Orders and other transfer inspection requirements, as applicable.

5.7. MAJCOM POCs.

5.7.1. Validate that their respective reporting units ensure MRAP inventory, status, utilization, and configuration appears in the REMIS database.

5.7.2. Ensure units take action to correct any reporting discrepancy or other problem.

5.7.3. Perform tasks in conjunction with the units as stated in **paragraph 5.6.1** of this instruction.

5.7.4. Assist other MAJCOM agencies in retrieving MRAP inventory, status, and utilization data from the REMIS database.

5.8. System Sustainment Manager (SSM).

5.8.1. Is responsible for managing all MRAP equipment inventory, configuration and matrix tables.

Section 5C—Inventory Reporting

5.9. Assignment, Possession, and Termination Procedures. Inventory reporting starts when an MRAP is accepted into the Air Force inventory. Possession, changes to possession, and termination will follow procedures as outlined in **Chapter 2**, **Section 2C**, of this AFI, and associated Lead MAJCOM supplements.

Section 5D—Status/Utilization Reporting

5.10. MRAP Status Code Definitions.

5.10.1. Full Mission Capable (FMC): Equipment/system functioning as required in TO specifications and is capable of performing all of its assigned missions.

5.10.2. Partial Mission Capable (PMC): System or equipment functioning in such a way that it can perform at least one, but not all of its assigned missions; functions impaired but usable. Systems with redundant capabilities will be coded PMC when redundancy is lost, even though the system is fully capable of supporting all of its assigned missions.

5.10.3. Non Mission Capable (NMC): The system or equipment does not meet the TO specifications; therefore, cannot accomplish any of its assigned missions or functions.

5.11. Work Unit Codes (WUC). WUCs are an important part of the MIS status reporting. WUCs determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into the MIS status reporting when an equipment problem is discovered or repaired. If a specific WUC is not known initially due to troubleshooting, then a system or subsystem WUC may be used until the faulty component is identified. When the equipment is returned to service or when parts are placed on order, the proper WUC should be used for the PMC or NMC status reporting period. The use of __000 and or __00 will not be used when a more specific WUC is available.

5.12. MRAP Utilization Reporting Concept. Report utilization data for each possessed MRAP. This data assists in determining future inspection and modification requirements. MIS data must be input no later than midnight of the fourth calendar day of the following month. Any utilization data reported after the fourth calendar day will be reported in the next month's data in MIS.

5.13. Mission Status Reporting Tool (MSRT).

5.13.1.1. Lead Command Addendums to this publication give a list of maintenance and condition status codes and their definitions which are based on DoDI 3110.05, *Material Condition Reporting for Mission-Essential Systems and Equipment*. These codes describe the capability of the MRAP vehicle to perform its assigned missions as specified in:

5.13.1.2. The unit's Designed Operational Capability (DOC) statements.

5.13.1.3. Unit training syllabuses.

5.13.1.4. Test mission requirements.

5.13.1.5. Mission Status Reporting Tool (MSRT).

5.13.2. MSRTs lay the groundwork for reporting the status of MRAP capability. MSRTs list the minimum systems and subsystems that must function for the MRAP to perform specifically assigned unit wartime, training, test or other missions.

5.13.2.1. The NMC lists all systems needed for full mission performance for specifically assigned wartime, training, and test missions. The systems and subsystems that must function for a unit to accomplish those missions, and if not functional, that MRAP cannot be used for any of its missions.

5.13.2.2. The PMC lists all systems and subsystems needed for partial mission performance. It lists the essential systems and subsystems that must function to do partial missions (specifically assigned unit wartime, training, or test missions). If these systems or subsystems are not functioning the MRAP can be used to fulfill one or more of its assigned missions, but can still perform at least one of its assigned missions.

5.13.2.3. The FMC lists all systems and subsystems that are not needed to perform any assigned mission.

5.13.2.4. The MSRT allows you to compare MRAP systems, subsystems, and components, by WUC, against the NMC, PMC and FMC across the page.

5.13.2.5. MSRTs will be reviewed annually for currency by the operational user functional managers in coordination with the Lead Command MRAP WST.

5.13.2.6. Report any MRAP that is not Full Mission Capable (FMC) with a maintenance status code determined by the following criteria:

5.13.2.7. Report an MRAP that can perform at least one, but not all of its assigned missions as Partial Mission Capable (PMC). Report an MRAP that cannot perform any of its assigned missions as Non Mission Capable (NMC).

5.13.2.8. Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the MRAP is PMC or NMC. See **paragraph 2.24** for additional guidance on using status codes.

5.13.2.9. Operational users Group Commander or equivalent may down grade NMC conditions after risk assessment is accomplished.

5.13.2.10. Operational users Group Commander or equivalent may modify MSRT as mission dictates provided risk assessment has been accomplished.

Section 5E—Financial Accountability

5.14. Asset Value. The SSM records full cost and useful life data in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS. The SSM will:

5.14.1. Establish the CFO reporting data elements (full cost and useful life) of each asset (including the value of the GFM).

Chapter 6

COMMUNICATIONS EQUIPMENT STATUS AND INVENTORY REPORTING

6.1. Purpose.

6.1.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3. of AFI 33-324. Base activities enter transactions via IMDS and transmit them to REMIS on a near real-time basis.

6.1.2. REMIS provides managers with worldwide information and the capability to extract data on in-use Air Force systems. This MIS:

6.1.2.1. Helps managers identify trends and clear up problems.

6.1.2.2. Helps in developing replacement systems, spare parts, and equipment modifications.

6.1.2.3. Ensures that managers know the equipment status on critical communications equipment.

6.1.3. For the purpose of this instruction communications equipment as it relates to AFSPC includes Space Command and Control (C2) systems.

6.2. Terms/Status Definitions.

6.2.1. Green - Full Mission Capable (FMC): Equipment/system functioning as required in TO specifications and is capable of performing all of its assigned missions.

6.2.2. Amber - Partial Mission Capable (PMC): System or equipment functioning in such a way that it can perform at least one, but not all of its assigned missions or functions; system is impaired but usable. Systems with redundant capabilities will be coded PMC when redundancy is lost, even though the system is fully capable of supporting all missions. Equipment will reported as Amber when a part is ordered with a status of partially mission capable supply.

6.2.2.1. Equipment in this category usually supports minimum mission requirements with deficiencies in range, quality, and speed of service. Further loss of redundancy, spare equipment, channels, circuits, frequencies, etc. will cause the equipment to be reported as Red (NMC). Equipment reported as Amber for the sole purpose of ordering parts at a higher priority is not authorized.

6.2.3. Red - Non Mission Capable (NMC): The system or equipment does not meet the TO specifications; therefore, cannot accomplish any of its assigned missions or functions. Unusable (neither in-use nor available for use). The equipment will reported as Red when a part is ordered with a status of non mission capable supply.

6.2.3.1. Condition does not apply if the equipment is in-use, available for use, or was turned off by the user at their option. Equipment Notice to Airmen (NOTAMed) out is considered Red (NMC) until it is NOTAMed back in.

6.2.4. Mission status: Status hours required for operation of mission set equipment. ***NOTE:*** Mission status reporting is optional within IMDS; however MAJCOMs/FOAs can define mission status reporting procedures in MAJCOM/FOA supplements, if required.

6.2.5. Status Codes: Are used in REMIS to determine the condition status of the equipment at the point in time the status is being reported and have the same meaning as downtime code in IMDS. See **Table 6.2** for list of status codes.

6.2.6. Reason Codes: Are used in REMIS to help explain when equipment is placed in the "Other" (NMCO) status code condition and have the same meaning as delay codes in IMDS. See **Table 6.3** for list of reason codes.

6.2.7. Downtime Codes: The codes provide the cause for C-E equipment downtime and are used in reporting status. See **Attachment 5** for list of downtime codes.

6.2.8. Delay Codes: The codes listed reasons for C-E equipment delay time and are used in reporting status.

6.2.9. Active Equipment: Equipment installed and commissioned to perform an operational mission or requirement. (Does not include cold spares or off-line equipment.)

6.2.10. Inactive Equipment: Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed or setup and operational for training, mockups, procured/identified training equipment, and equipment not being utilized to perform a specific mission.

6.3. Security Exemption.

6.3.1. Do not report or enter classified data into IMDS. Report equipment or mission status information as directed by the maintaining command or as specified in the commands security classification guide.

6.4. Responsibilities.

6.4.1. AFMC will:

6.4.1.1. Ensure that communications equipment designators are consistent with MIL-STD 196D.

6.4.1.2. Maintain the Air Force master inventory of serially controlled equipment.

6.4.1.3. Notify MAJCOMs and FOAs on changes and deletions to communications equipment designator records.

6.4.1.4. Continue to provide communications functional (IMDS and REMIS) user expertise within the program management office to resolve program problems.

6.4.2. Air Force Network Integration Center (AFNIC) will:

6.4.2.1. Act as the Air Force focal point for communications reporting policy and procedures.

6.4.2.2. Help MAJCOMs/FOAs to integrate their unique reporting requirements into the Air Force MIS.

6.4.2.3. Provide technical assistance to field units/MAJCOMs/FOA to resolve IMDS/REMIS reporting issues and problems.

6.4.2.4. Conduct special studies or assessments as requested by SAF/XC and MAJCOMs/FOAs.

6.4.3. MAJCOM/FOA IMDS/REMIS Functional will:

6.4.3.1. Give direction and guidance as needed to ensure correct and consistent reporting.

6.4.3.2. Maintain the portion of the REMIS organization table for their command.

6.4.3.3. Help maintain the Air Force master inventory.

6.4.3.4. Resolve REMIS errors with help of the units and HDBM.

6.4.3.5. Ensure the NFS5B0 transactions to REMIS are accomplished and REMIS reconciliation errors are corrected.

6.4.3.6. Provide training to MAJCOM equipment managers on the information available in REMIS and how to extract that data themselves.

6.4.3.7. Provide data from REMIS for special studies or assessments as requested by MAJCOM equipment managers.

6.4.4. IMDS HDBM will:

6.4.4.1. Provide assistance and training as required.

6.4.4.2. Process NFS5B0 when required by local communications units or MAJCOM IMDS/REMIS Functional and provide NFS5B0 error output files to requestor.

6.4.5. CFP or equivalent function will:

6.4.5.1. Communications Focal Point (CFP) or equivalent function is responsible for entering, correcting, and ensuring Equipment Status Reporting (ESR) data is transmitted off station in a timely manner. The supervisor will be the primary monitor for ESR data. All controllers reporting ESR data will be trained on data entry, correction, and monitoring.

6.4.5.1.1. Act as the IMDS Subsystem manager to communicate between the unit, IMDS Host Database Manager (HDBM) and MAJCOMs/FOAs on IMDS/REMIS support issues.

6.4.5.2. Report equipment status and inventory changes as quickly as possible after each event and process changes in accordance with AFCSM 21-560, Volume 2, *Communications Equipment Status and Inventory Reporting*.

6.4.5.3. Ensure equipment status updates are entered into the IMDS ESR subsystem as soon as identified.

6.4.5.4. Coordinate with the IMDS HDBM to process NFS5B0 reconciliation program as required and review the quarterly NFS5B0 error output file for action.

6.4.5.5. Coordinate with the IMDS HDBM to set up contingency procedures to track equipment status while IMDS is unavailable.

6.4.5.6. Update IMDS status changes that occurred during the system outage as soon as IMDS processing capability is restored.

6.4.5.7. Provide training to each work center supervisor and ESR point of contact.

6.4.5.8. Ensure the HDBM processes the Communications Status Summary Report (SSR) monthly, using formats 1 and 4 on separate IMDS GENRUNs. Other formats can be produced as necessary. See AFCSM 21-560, Volume 2, for specific instructions.

6.4.5.9. Maintain and update the EIL with information provided from the work center.

6.4.5.10. Reconcile all Red/Amber jobs using the Open Incident List (OIL).

6.4.5.11. Provide work centers with an Open Incident List (OIL) weekly for reconciliation of all Red/Amber jobs.

6.4.5.12. Ensure updates provided by the work center are entered into the ESR system through IMDS.

6.4.5.13. Be familiar with using TRIC "STI" (IMDS 230 NFSB80, Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day for accuracy.

6.4.5.14. Perform checks and balances to ensure ESR is current and accurate.

6.4.6. The work center will:

6.4.6.1. Appoint a work center ESR point of contact (POC) if the work center has ESR reportable equipment. The ESR POC can be the work center supervisor or any individual within the section. The ESR POC will review and provide updates/corrections to the CFP weekly.

6.4.6.2. Review the OIL to ensure each job against the work center is current and correct.

6.4.6.3. Contact the CFP when problems are discovered and provide updates on a timely basis so the job status can be updated.

6.4.6.4. Be familiar with using TRIC "STI" (Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day.

6.4.6.5. Account for or remove all reportable equipment end items from Air Force Equipment Management System (AFEMS) or Asset Inventory Management (AIM) records before requesting the CFP to add the reportable equipment to the EIL.

6.5. What is Reportable. Report all communications equipment (Type Equipment "C" or "R") that is assigned a standard reporting designator (SRD), as listed in the IMDS/REMIS SRD Table. This requirement exists even when bases are undergoing closure, systems will be reported until deactivated or the base is closed. Use Transaction Identification Code (TRIC) QBC, Program NFSU10, Screen 127 or TRIC QCC, Program NFS840, Screen126 to view the SRD table.

6.5.1. Report equipment inventory in IMDS for all equipment (including in-garrison deployable equipment) assigned a SRD to include items that do not require maintenance data collection (MDC) as indicated on the REMIS SRD table (IMDS reporting level P or Y).

6.5.1.1. Report inventory only for COMSEC equipment (SRD category U and IMDS report level P).

6.5.2. Report equipment status for all equipment (including in-garrison deployable equipment) that is authorized MICAP as indicated on the REMIS SRD table (IMDS reporting level Y). ***NOTE:*** Do not report status against embedded equipment (items installed on a higher level end item) (i.e. GRC-171 can be used as a standalone item in a

Ground to Air Transmitter-Receiver (GATR site) or as an embedded part of the TYQ-23. Since the GRC-171 has an SRD both will be loaded to the inventory, however when the one embedded in the TYQ-23 breaks, the status is documented against the TYQ-23 using the WUC of the embedded item.

6.5.2.1. Report classified equipment status on Air Force Intelligence, Surveillance and Reconnaissance Agency (AFISRA) equipment (SRD category Q) as directed by AFISRA. SRD category Q will only be used by AFISRA units. MAJCOMs are not authorized to use SRD category Q unless permitted by AFISRA.

6.5.3. Report local status only on non-reportable equipment, provided the reporting level is set to local only (IMDS reporting level R). Status reported on equipment with IMDS report level R will remain at the local (base level IMDS) database.

6.5.4. MAJCOMs/FOAs, or Higher Headquarters determine what mission reporting is required (IMDS reporting level Y). MAJCOM/FOA supplements define specific reporting and non-reporting requirements.

6.5.5. Contractor Reporting. For contractor controlled or maintained equipment/system(s), the possessing organizations still retains the responsibility to ensure inventory, status, utilization, and configuration reporting is accomplished. The organization owning the contract maintenance requirement or designated official shall be responsible for ensuring the contract contains the necessary requirements for the contractor to provide the required inventory and status reporting information to affected users. The organization requiring the contract controlled maintenance shall coordinate with the contracting officer to ensure inventory and equipment status reporting requirements are accurately captured in contract documents. For example, the contracting quality assurance evaluator (QAE) may have to enter the inventory and equipment status reporting in IMDS.

6.5.6. Weather Meteorological Equipment. See **Attachment 15** and **Attachment 16** for specific guidance on status and serial number reporting of Weather Meteorological equipment.

6.5.7. Deployable Communications Equipment Status Reporting.

6.5.7.1. Deployable communications equipment poses a challenge for reporting purposes. Unlike its fixed base counterpart, much of the equipment is in storage (in-garrison). Even when it is being utilized, it is seldom used in close proximity to an established base. The following procedures apply:

6.5.7.2. Reporting Criteria: Report equipment status as per **paragraph 6.3** when the equipment is deployed. Local deployed reporting procedures will be developed no later than 14 days after deployment to ensure data is recorded on a reoccurring basis.

6.5.7.3. Requirement for real time outage reporting (when the equipment is deployed and operational) will be determined by appropriate reporting agency.

6.6. Equipment Status Reporting Procedures.

6.6.1. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in AFCSM 21-560, Volume 2.

6.6.1.1. TRIC COX (Communications Status Load and Maintenance Scheduling) will not process action/request if the start date is greater than 33 days in the past from the current date.

6.6.1.2. TRIC EUC (Status Update and Close) will not delete, or update a status or delay in which the start date/time is greater than 33 days in the past from the current date.

6.6.2. Unless specified in a MAJCOM supplement, do not report:

6.6.2.1. Outages of less than 5 minutes.

6.6.2.2. Frequency changes, crypto reset, or runway change outages that last less than 15 minutes.

6.6.2.3. Adjustments or alignments performed during scheduled maintenance such as PMIs, TCTOs and TCIs. These actions are documented during the outage.

6.6.2.4. Generator run-ups that are scheduled. However, Red time associated with generator failures during scheduled run-ups if over 5 minutes will be reported using Down Time Code (DTC) "N".

6.6.3. Use the downtime codes listed in **Attachment 5** to describe the reason for the outage.

6.6.4. Use the delay codes listed in **Attachment 6** to describe any maintenance delay that is keeping the equipment from being returned to operational status.

6.6.5. Use ESR sequence codes to upgrade or downgrade status. Do not change the condition code on the original status unless it was wrong when loaded. Change sequence codes as needed to allow more than 26 delays or comments.

6.6.6. Work Unit Codes (WUC). WUCs are an important part of ESR reporting. They determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into ESR when an equipment problem is discovered or repaired (except for DTC of "U"). It is the technician's responsibility to provide CFP with the proper WUC when the equipment is returned to service, when parts are placed on order or when the source of the outage is known. Use the lowest assembly WUC when possible and do not use the highest assembly (i.e. AB000) WUC. The lowest level WUC is used to identify specific components causing equipment downtime. ***NOTE:*** The use of **000 will not be used when a more specific WUC is available.

6.6.6.1. Always report status against the highest level end item when reporting a Red or Amber status condition against an embedded end item. Do so by using the WUC within the highest level end item's WUC table that best describes the lower level embedded end item and is the closest to the component in need of repair. Never downgrade the status of work unit coded associated equipment if maintenance is not required for higher or lower assemblies.

6.6.6.2. Refer to MAJCOM supplement of mission reporting requirements for associated equipment status reporting.

6.6.7. Reporting Procedures. CFP will report changes in equipment status as they become aware of them. This is accomplished by user notification or from the work center. The following procedures apply:

6.6.7.1. Status Times. Use the notification time the outage was reported. Do not backdate times to previous days. Not Applicable (N/A) to AFSPC when status of outages is considered classified. Time logged to put equipment back into service will be used to close the job.

6.6.7.2. Downtime Codes. Initial downtime code (DTC) of "U-Unknown" will be entered until such time as maintenance can determine the exact problem, then change the DTC to the one best describing the reason for the outage. DTC definitions are found in **Attachment 5** of this instruction and AFCSM 21-560, Volume 2, Attachment 1.

6.6.7.3. Delay Codes. Use Delay Codes (DC) when maintenance is not working on the problem. Use the code which best describes the delay. Close the delays upon return of maintenance on the job, reason for the delay no longer exists, or a change in situation occurs. Researching parts is not a delay unless it exceeds 30 minutes. DC definitions are found in **Attachment 6** of this instruction and AFCSM 21-560, Volume 2, Attachment 1.

6.6.7.4. Comment requirements:

6.6.7.4.1. Enter comments against the status and delay codes as required. Do not add comments to codes not requiring them unless an adverse circumstance warrants it. Keep comments short and concise but ensure there is enough information to describe the problem or situation.

6.6.7.4.2. Enter comments against the status and delay codes that require one. Do not add comments to codes not requiring them unless an adverse circumstance warrants it. Keep comments short and concise but ensure there is enough information to describe the problem or situation. Example: 125/TACAN INOP; AA - 125/AWAITING DOWN-TIME.

6.6.7.5. Comments against the STATUS:

6.6.7.5.1. Initial status comments may not provide the exact reason for an outage. Use the words given by the user for the first comment. Example: 125/WSA MM3 CONSTANT ALARM.

6.6.7.5.2. Once maintenance has determined the problem cause, an actual reason for the outage will be entered. Example: 125/ALARMS CAUSED BY FAULTY WIRES.

6.6.7.5.3. When the problem is corrected, enter the corrective action. Example: 128/CE REPLACED EXTERIOR BUILDING WIRES.

6.6.7.5.4. Other comments pertinent to the status of the equipment can be entered as they are known.

6.6.7.5.5. Enter the Julian date followed by a slash and then the comment. Example: A336/.

6.6.7.5.6. Initials may be used if required. If initials are used, they will be placed one space after the comment. Using an entire line for initials will be avoided. No work center or agency names will be used. Units using initials will develop a local format for entering requirements. Example: 111/RADIO WEAK RX NM/OP.

6.6.7.5.7. Comments against delays will include an estimate of when maintenance will return to work on the problem. The Estimated Time Return to Operation (ETRO) will be entered at the end of the comment. If the ETRO expires, an update comment and ETRO will be entered. Example: 003/AWAITING DOWN-TIME ETRO 004D/1200 BB/DF.

6.6.7.5.8. Abbreviations may be used if common to all levels of command. Example: 224/123.1 RX INOP.

6.6.7.5.9. Comment lines will only contain pertinent information pertaining to the job. Do not enter extra characters (i.e. dots, dashes, etc.) to fill up the comment line.

6.7. Inventory Records. To load communication equipment to IMDS follow the instructions for TRICs CEL, IMDS Screen 800, Program NFSE20 and MCR, Program NFSK60, in AFCSM 21-560, Volume 2. IMDS TRIC Code "EIL" Equipment Inventory List (EIL) is used to extract equipment inventory records.

6.7.1. CEL is the source program for up channel and local reporting for communication equipment. This includes but is not limited to: Job Data Documentation (JDD), Equipment Status Reporting (ESR), Deficiency Reporting (DR), Time Compliance Technical Order (TCTO), and Enterprise Solutions Supply (ESS).

6.7.2. Only communications equipment which possesses an AF level or local SRD being maintained by a unit or by a contractor overseen by the communication unit will be entered on the EIL.

6.7.2.1. Not all equipment maintained by the unit is communications equipment. Items such as vehicles, tool boxes, etc. will not be listed on the EIL. There are trainers, support equipment, and test, measurement, and diagnostic equipment (TMDE), which are loaded on other IMDS subsystems. These other subsystems have separate inventory lists which require different IMDS equipment loads.

6.7.2.2. Contractor-supplied and maintained equipment can be reported or tracked using a local SRD.

6.7.2.3. Gain equipment (enter it into the inventory) when a unit accepts maintenance responsibility and it has been accounted for in AFEMS and AIM.

6.7.2.4. Lose equipment (place it in "inventory loss condition") when a unit no longer has maintenance responsibility, or when it has been decommissioned and removed from AFEMS and AIM.

6.7.2.5. When adding reportable equipment and missions to the inventory, ensure the correct data elements and codes (obtained from SRD Table requested with IMDS screen 126) are used. These data elements are important for status and inventory reporting.

6.7.2.6. Change the equipment from active to inactive status as required. Combat Communications, tactical, and stored equipment will be reported as inactive until deployed, powered up, conducting PMIs, or maintenance, etc. (Operating time is calculated from active times as reported on possessed inventory).

6.7.2.7. Equipment Designator: Use the equipment designator as indicated on the IMDS/REMIS SRD table (screen 126). The system will not accept equipment designators that differ from the IMDS/REMIS SRD table.

6.7.2.8. Serial Number: Use the actual equipment serial number from the equipment data plate. If the number is longer than fifteen characters, use the last fifteen characters. If the equipment has no serial number, assign one in accordance with AFMAN 23-110. If a duplicate serial number is found, verify the number and contact the applicable MAJCOM/FOAs IMDS Functional for assistance.

6.7.2.8.1. Care will be taken to ensure that "0, O" and "1, I" are not confused when recording the serial number. If the equipment does not have a data plate or does not have a number in the serial number block, a message will be sent to the MAJCOM for serial number assignment to prevent duplication of SNs in REMIS. A system made up of several components will use the SN of the control unit or main component.

6.7.2.9. Requiring Command: Enter the MAJCOM that the equipment supports. This is the command that is the customer for the equipment. See AFCSM 21-556, Volume 2, *Introduction to the Core Automated Maintenance System*, Attachment 1 or use IMDS screen 127, for a list of command codes.

6.7.2.10. Overhaul/Install Date. When the equipment is initially loaded, use the date the equipment was accepted by the unit or equipment overhaul date. Do not change this date unless the original acceptance date was entered in error.

Table 6.1. IMDS Current Downtime/Delay Code Summary to REMIS Status Conversion.

--Total Downtime Codes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	NMC / PMC
--Maintenance Downtime: A, B, C, D, E, F, I, J, L, M, O, R, S, T, U, Y (no delays)	NMCM / PMCM
--Scheduled Maintenance: A, B, C, D, E, I, O, T (no delays)	NMCMS / PMCMS
--Unscheduled Maintenance: F, J, L, M, R, S, U, Y (no delays)	NMCMU / PMCMU
--Other Downtime: A, B, C, D, E, F, G, H, I, J, K, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z (with delays)	NMCO / PMCO

--Scheduled Other Maintenance: A, B, C, D, E, H, I, K, O, T, V, Z (with delays) **NOTE:** H, K, V, Z do not require delay codes	NMCOS / PMCOS
--Unscheduled Other Maintenance: F, G, J, L, M, N, P, Q, R, S, U, W, X, Y (with delays) **NOTE:** L, N, P, Q, W, X do not require delay codes	NMCOU / PMCOU
--Total Delay Codes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	
--Maintenance Delay: A, C, E, S (merged into other delay code "U")	
--Other Delay: B, D, F, G, H, I, K, O, T, U, V, W, X, Z	NMCO / PMCO
(T & X merged into other delay code K)	
--Supply Delay: D, J, L, M, N, P, Q, R, T, Y (with maintenance downtime codes)	NMCS / PMCS
---Backorder:	
L, M, N	
---Local:	
J, P, Y	
---Other:	
D, Q, R, T	

NOTE: Maintenance delay codes A, C, E, and S will be eliminated and merged into other delay code "U". Other delay codes "T" and "X" will be merged into other delay code "K". The definitions in **Attachment 5** for delay codes "U" and "T" will be expanded to capture delays being merged.

Table 6.2. IMDS to REMIS Status Code Conversion Cross Reference.

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
E	NMCS	N/A	R	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, T and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
C	NMCMU	N/A	R	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z
D	NMCMS	N/A	R	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
I	NMCOU	See **Table 6.4**	R	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data as follows: If no related delay record is found, insert status reason code using default reason code listed in **Table 3**. If a related delay record is found, convert delay code into reason code using **Table 3** cross reference. After implementation, reason code will be required.

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
J	NMCOS	See **Table 6.4**	R	A, B, C, D, E, H, I, K,O, T V, and Z	For Downtime Codes of A, B, C, D, E, H, I, K, O, or T apply the following rules: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = H, K, V, or Z then convert inbound and historical data as follows: If no related delay record is found, insert status reason code using default reason code listed in **Table 3**. If a related delay record is found, convert delay code into reason code using **Table 3** cross reference. After implementation, reason code will be required.

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
H	PMCS	N/A	A	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
G	PMCMU	N/A	A	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z
Q	PMCMS	N/A	A	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
R	PMCOU	See **Table 6.4**	A	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data as follows: If no related delay record is found, insert status reason code using default reason code listed in **Table 3**. If a related delay record is found, convert delay code into reason code using **Table 3** cross reference. After implementation, reason code will be required.

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
S	PMCOS	See **Table 6.4**	A	A, B, C, D, E, H, I, K, O, T, V, and Z	For Downtime Codes of A, B, C, D, E, H, I, K, O, and T apply the following rules: Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y If Downtime Code = H, K, V, Z then convert inbound and historical data as follows: If no related delay record is found, insert status reason code using default reason code listed in **Table 3**. If a related delay record is found, convert delay code into reason code using **Table 3** cross reference. After implementation, reason code will be required.

Table 6.3. IMDS to REMIS Downtime to Reason Code.

IMDS OLD DOWNTIME CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
A	Retrofit or Modification	N/A	
B	Depot Maintenance Schedule	N/A	
C	Test (Orientation or Other)	N/A	
D	Reserved for (Scheduled Maintenance)	N/A	
E	Preventive Maintenance	N/A	
F	Failed Flight Check or Operational Systems Check	N/A	
G	Vehicle Out of Commission	1	Vehicle Out of Commission
H	Host Base Action	2	Host Base Action
I	Scheduled Maintenance	N/A	
J	Damage or Deterioration	N/A	
K	Relocating/Resiting	3	Relocating/Resiting
L	Associated Equipment Malfunction	4	Associated Equipment Malfunction
M	Equipment Malfunction	N/A	
N	Power Failure	5	Power Failure
O	Scheduled Software Maintenance	N/A	
P	Environmental Control	6	Environmental Control
Q	Cable Out	7	Cable Out
R	Emergency Maintenance	N/A	
S	Software/Program Errors	N/A	
T	Training	N/A	
U	Unknown	N/A	
V	Military Priority	V	Military Priority
W	Atmospheric Disturbance or Weather	W	Atmospheric Disturbance or Weather
X	Jamming - Intentional/Unintentional	8	Jamming - Intentional/Unintentional

IMDS OLD DOWNTIME CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
Y	Personnel Error	N/A	
Z	Frequency Change	9	Frequency Change

Table 6.4. IMDS to REMIS Delay to Reason Code Conversion Cross Reference.

IMDS OLD DELAY CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
A	Single Shift Maintenance	U	Tools, Test Equipment, and Technical Data Not Available
B	Awaiting Flight Check	B	Awaiting Flight Check
C	Awaiting Technical Assistance from MAJCOM or FOA, AFMC, AFCSC, or Contractor	U	Tools, Test Equipment, and Technical Data Not Available
D	Lack of Funds	N/A	
E	Shift Change	U	Tools, Test Equipment, and Technical Data Not Available
F	Flight Check	F	
G	Awaiting System Check	G	
H	Parts Awaiting Transportation	H	
K	Off-Site Maintenance	K	
O	Host Base Support	O	
S	Skill Not Available	U	Tools, Test Equipment, and Technical Data Not Available
T	Travel Time	K	
U	Tools, Test Equipment, and Technical Data Not Available	U	Tools, Test Equipment, and Technical Data Not Available
V	Military Priority	V	
W	Delay For Weather	W	
X	Awaiting Transportation	K	
Z	Other	Z	
D, I, J, L, M,	(Various Supply delays)	N/A	Supply

IMDS OLD DELAY CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
N, P, Q, R, and Y			

6.8. Organization Record.

6.8.1. The IMDS system identifies an organization by number, kind, type, geographic location and detachment number. There are two organizational fields; IMDS and AFI 21-103.

6.8.1.1. The AFI 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders. Notify MAJCOM or FOA Functional's before making the change.

6.8.1.2. The IMDS organization is used for local identification. In most cases the IMDS and AFI 21-103 organizations should be the same.

6.8.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and operating locations (OLs). Report equipment and missions (if required) at unmanned sites and locations under the organization that has the maintenance responsibility for the asset. To change the organization record within the same MAJCOM the inventory will be lost and regained.

6.8.2.1. The first two positions of the ORG ID are the 2 digit command code which is up channel reported to REMIS as a 3 digit command code.

6.8.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00".

6.8.2.3. For detachments or OL, the last two positions of the ORG ID are the detachment number or operating location letter. For example: For Detachment 2, use "1C02"; For OL "A" use "1C0A".

6.8.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A".

6.9. Organization Changes.

6.9.1. Organization Record (OGT). The OGT is the IMDS record identifying the unit locally and when data is transmitted off base. The OGT record will not be updated unless specifically instructed to do so. Entering the wrong codes will prevent data from being passed to REMIS and other MISs. MAJCOM/FOA or Higher Headquarters will provide specific instructions when a change to this record is required.

6.9.2. The MAJCOMs/FOAs Functional's will make organization changes in REMIS prior to any AFI 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS. Notify the applicable MAJCOM/FOA Functional's prior to loading or changing organizations.

6.9.3. Make organization changes in IMDS using TRIC OGT, Program NFSD80.

6.9.4. Communications units will ensure any required deactivation and/or transferring of organizations within IMDS are accomplished to ensure all status and inventory of equipment is properly transferred or lost.

Chapter 7

AUTOMATIC TEST EQUIPMENT (ATE) INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 7A—Reporting System Overview

7.1. How and What To Report.

7.1.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3. of AFI 33-324. Report ATE through the appropriate MIS. Data is maintained in REMIS.

7.1.2. For the purposes of this instruction, ATE includes:

7.1.2.1. Test stations.

7.1.2.2. Tester replaceable units (TRUs).

7.1.3. The Precision Measurement Equipment Laboratories only report the inventory and status of ATE systems that are unique to a weapon system and mission essential systems that do not have manual backup.

7.2. Basic Reporting Concept.

7.2.1. Each item of ATE is possessed by an Air Force training or maintenance organization (to include organizational, intermediate, or depot level).

7.2.2. The possessing unit reports:

7.2.2.1. Possession and changes in possession.

7.2.2.2. Conditions that change the ability of the ATE to do its mission (condition status).

7.2.2.3. Configuration.

7.2.2.4. Daily utilization.

7.3. Contractor Reporting. For contractor controlled or maintained equipment, report the inventory, status, utilization, and configuration on ATE Government Furnished Equipment (GFE) for contracts initiated after 1 October 1993. The administrative contracting officer sends the needed reports to the agency that asked for them, unless the contract states otherwise.

7.4. The Reporting System. Data is processed at the unit level and at the REMIS processing sites. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the REMIS database monitor the data.

7.4.1. Unit's collect and input the data as shown in the applicable MIS user's manual. Data is electronically transmitted at specified times to the REMIS database.

7.4.2. HQ USAF, HQ AFMC, MAJCOMs, and other authorized users may extract reports, data, and information from REMIS to monitor and control ATE inventory, status, and utilization.

7.5. Security Classification. Do not report classified data under this instruction.

Section 7B—Reporting Responsibilities

7.6. Unit-Level Activities. All reporting starts at the unit level.

7.6.1. The designated ATE POC will ensure that ATE inventory, status, and utilization reporting is accurate and timely.

7.6.2. A maintenance official (usually the ATE section or shop supervisor):

7.6.2.1. Ensures that the unit correctly maintains inventory, maintenance status, utilization, and configuration data.

7.6.2.2. Ensures that the unit reports data on all ATE at their work center (using the procedures in this instruction), including:

7.6.2.3. Initial station or equipment inventory or changes.

7.6.2.4. Initial TRU inventory or changes.

7.6.2.5. Station or equipment status changes.

7.6.2.6. Station or equipment utilization time.

7.6.2.7. Checks the error file daily and corrects all ATE errors with help from the unit or host database manager (DBM) as needed.

7.6.2.8. Coordinates with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting.

7.6.3. Units without access to an automated MIS coordinate with their command headquarters to determine alternative procedures.

7.7. MAJCOMs.

7.7.1. Coordinate with other MAJCOMs, ANG, Air Force Reserve, and non-USAF organizations to move, ship, or transfer ATE and send applicable movement reports.

7.7.2. Ensure that ATE chosen for transfer meets the desired configuration requirements and is made ready for transfer in accordance with TO 00-20-1, Preventive Maintenance program and other transfer inspection requirements, as applicable.

7.7.3. Assist other MAJCOM agencies in pulling ATE inventory, status, and utilization data from the REMIS database.

7.8. MAJCOM POCs.

7.8.1. Verify unit reporting to ensure that ATE inventory, status, utilization, and configuration appear in the REMIS database.

7.8.2. Ensure that unit's take action to correct any reporting discrepancy or problem.

7.8.3. Coordinate with the unit's as stated in **paragraph 7.6.1** of this instruction.

7.9. SE/ATS-PGM.

7.9.1. Is responsible for managing all ATE equipment inventory, configuration and matrix tables.

7.9.2. A matrix tables is maintained in REMIS using screen ETM1660, IAW TO for each piece of Test Station Equipment.

Chapter 8

SPACE VEHICLE INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 8A—Space Vehicle Reporting

8.1. Purpose. The purpose for tracking satellites is to have a single tracking tool within the AF to show an accurate status of AF satellite assets. With the exception of asset accountability and valuation reporting the reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5. of AFI 33-324. Each Space Wing and Product Center owning space assets reports on their systems through IMDS and REMIS. The possessing unit reports their satellite inventory and status of those assets. Space Operational Unit personnel will collect and process the information.

8.2. What is Reportable. Report the existence and valuation of all AF satellite systems through REMIS. Satellite systems will include the satellite as a whole. When AF takes possession of the satellite (even if the constellation is incomplete) the Weapon System Program Manager will ensure the information on the satellite is sent to the AF-AVDO so the record can be established in REMIS. Also, when a satellite becomes completely non-operational (cannot perform any of its missions), the Weapon System Program Manager will send a termination notice to the AF-AVDO to terminate the satellite in REMIS. Finally, the Weapon System Program Manager will record the full cost and useful life data of each satellite once the satellite record is established in REMIS. The full cost must include all costs to produce the satellite and the costs associated with launching the satellite.

8.3. Reporting Accuracy. All AF owned satellites must be reported in REMIS within 5 workdays of the AF taking possession of the satellite (even if the constellation of satellites is incomplete). All satellite terminations must be reported in REMIS within 5 workdays of the satellite becoming non operational. The CFO reporting data elements (full cost and useful life) of each satellite must be recorded in REMIS within 5 workdays of the satellite record being established in REMIS. Reports specified in this procedure are the basis for justifying and defending AFSPC plans, programs, the budget, and to support the AF's CFO statement. Accurate and timely reporting is critical, errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

8.4. Status Definitions.

8.4.1. Green (Full Mission Capable (FMC)): DoD owns the system and has declared the system operational.

8.4.2. Amber (Partial Mission Capable (PMC)): DoD owns the system. It has been functionally turned over (DD Form 250 or WAWF RR) from contractor to DoD, but has not been declared operational. This is a transitional status and not indicative of satellite health (i.e. pending launch or on-orbit checkout).

8.4.3. Red (Non Mission Capable (NMC)): The system is a contractor asset. It is not under control of the DoD.

Section 8B—Space Vehicle Responsibilities

8.5. Security Exemption.

8.5.1. The classified status or locations of each satellite will not be entered in unclassified data systems. However, the official serial number of each satellite will be entered and maintained in REMIS along with the satellite's status (i.e. active in orbit, in storage at location XYZ or terminated) and CFO reporting data elements (full cost and useful life).

8.5.2. Specific data about satellite and constellation degradation is reported through secure operational means.

8.6. Inventory Reporting. Inventory reporting begins when a satellite transfers to AF ownership (versus contractor owned). Physical accountability reporting is initially accomplished by the applicable Program Office at the Product Centers until the constellation is fielded and declared operational. At that time satellite reporting transfers to the operating Space Wing/unit.

8.6.1. The Program Office will establish a mission design series for each satellite program once the program is funded and provide this information to the AF-AVDO. This shall be completed within 180 days of the satellite program being funded and must be in place prior to the AF taking possession of the first satellite in this program.

8.6.2. The Program Office will establish an official serial number for each satellite delivered to the AF and provide this information to the AF-AVDO when the AF takes possession of each satellite.

8.6.3. The Program Office must send the first page of the DD Form 250, *Material Inspection and Receiving Report* or WAWF RR and a launch confirmation memo (if acceptance is at the time of launch) to the AF-AVDO. The AF-AVDO will use these documents to enter the satellite's existence information into REMIS.

8.6.3.1. The launch date will be used as the placed in service date for all satellites in orbit. The DD Form 250 or WAWF RR date will be used for all satellites accepted by the AF and held in storage.

8.6.3.2. The Program Office will enter the total cost of the satellite (including all launch costs) within 5 workdays of the satellite entry being established by the AF-AVDO.

8.6.3.3. If an AF owned satellite (originally in storage) is put in orbit, the Program Office will enter a single modification entry in REMIS against that satellite with the cost of making the satellite functional plus the launch cost. The Program Office will use the launch date as the date of that modification.

8.6.4. The Program Office will identify a primary and alternate CFO focal point. These individuals will be responsible for reviewing CFO information in REMIS, submitting any corrections and attesting to the information in REMIS as required.

8.6.5. Gain and Loss Criteria. The AF gains a satellite (in REMIS) when it takes possession of it (normally at the time of launch) even if the constellation is incomplete. The AF will lose a satellite (in REMIS) when the satellite's operation transfers to an organization outside

of the AF or the satellite becomes non-operational (terminated). All satellites will be accounted for as long as they are assigned to an Air Force activity under Air Force operational control.

8.6.6. Validation Documents. The Program Office will maintain documents that will support the existence of all of their satellites, as well as, the CFO reporting data elements (full cost and useful life) of each satellite for as long as the specific satellite program exists.

8.7. Status Reporting. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in Air Force Computer Systems Manual 21-560, Volume 2. Use local time (24-hour clock) for start and stop times.

8.8. Organization Record.

8.8.1. The IMDS system identifies an organization by number, kind, type, and detachment number. There are two organizational fields; IMDS organization and AFI 21-103.

8.8.1.1. The AFI 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders. Notify MAJCOM or FOA DBA before making the change.

8.8.1.2. The IMDS organization is used for local identification. In most cases the IMDS and AFI 21-103 organization should be the same.

8.8.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and OLs. Report the equipment and missions at unmanned sites and locations under the organization that has maintenance responsibility. To change the organization record the inventory will be lost and regained.

8.8.2.1. The first two positions of the ORG ID are the 2 digit command code which is up channel reported to REMIS as a 3 digit command code.

8.8.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00".

8.8.2.3. For detachments or operating locations (OL), the last two positions of the ORG ID are the detachment number or operating location letter. For example, for Detachment 2, use "1C02"; for OL "A" use "1C0A".

8.8.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A".

8.9. Organization Changes.

8.9.1. The MAJCOMs or FOAs will make organization changes in REMIS prior to any AFI 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS IAW **paragraph 8.8.1.1**.

8.9.2. Make organization changes in IMDS using TRIC OGT, Program NFSD80.

8.10. Notification Procedures. Notification of initial possession, or change in possession will be done IAW **paragraph 2.15**. Message tailoring will be IAW HQ AFSPC Supplement to this publication.

Chapter 9

AEROSPACE VEHICLE AND MISSILE EQUIPMENT ACCOUNTABILITY PROGRAM

Section 9A—General Information

9.1. Aerospace Vehicle and Missile Equipment Accountability Program. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.10. of AFI 33-324.

9.1.1. The Air Force maintains a program for MAJCOM Headquarters and their units to manage and control aerospace vehicle and missile assets (those assets listed in the -21 Technical Order [TO]).

9.1.2. The owning MAJCOM Headquarters manages these assets.

9.1.3. The unit inspects, maintains, and controls these assets.

9.1.4. Lead Commands may supplement this instruction in order to provide guidance to the units on how to meet command requirements.

9.2. Need for Management and Control Procedures.

9.2.1. The management and control procedures in this instruction allow Lead Commands and Air Logistics Center Program Offices to control -21 items. Lead Commands and Air Logistics Center Program Offices need this control to meet normal peacetime operations and to make sure the Air Force can meet contingency plan reallocations from home to overseas.

9.2.2. Lead Commands and Air Logistics Center Program Offices will be aware of the total -21 TO inventories to better plan for replacement items and to plan intra-command and inter-command transfers of items.

9.2.3. Lead Commands will ensure that base level units account for -21 TO items to meet daily peacetime, war, and mobilization plan requirements.

9.3. Aerospace Vehicle and Missile Equipment Inventory.

9.3.1. The -21 TO lists all items authorized for each aerospace vehicle or missile mission, design, and series (MDS). The manufacturer prepares the -21 TO and reviews or changes it as equipment is modified.

9.3.2. Do not change the -21 TO without MAJCOM and AFMC Program Manager approval.

9.3.2.1. The -21 TO is divided into three sections covering the three categories of equipment:

9.3.2.2. Section I, Maintenance Safety and Protection Equipment (MSPE) used to protect the aerospace vehicle or missile from damage and/or to make it safe for maintenance.

9.3.2.3. Section II, Alternate Mission Equipment (AME), used to configure an aerospace vehicle or missile for one of its operational missions. It can be installed and removed quickly.

9.3.2.4. Section III, Crew and Passenger Support Equipment (CPSE), used for life support and comfort of crew and passengers.

9.3.3. At unit level, automated products usually control inventories, divided into custody accounts. To build these accounts add selected items listed in the -21 TO and command supplements into Allowance Standards (AS).

9.3.4. Use manual records (AF Form 2691, *Aircraft/Missile Equipment Property Record*) for some items, such as communications security (COMSEC) equipment, prototypes, or specialized equipment too few in number to be listed in automated products (See **Attachment 7**).

9.3.5. Squadron Commanders of units that need COMSEC materials will ensure that a COMSEC Responsible Officer (CRO) is appointed IAW AFI 33-201 Volume 2, *Communications Security*. Units without sufficient safeguards/storage space within their area may maintain or store COMSEC equipment IAW AFI 33-201 *Communications Security* at another approved location until sufficient safeguards/storage space is acquired within the squadron. All COMSEC equipment is accountable and units will ensure that the location and status of their COMSEC equipment is known at all times.

9.4. Lead Command Supplements to AFI 21-103 regarding -21 TOs.

9.4.1. Lead Commands may supplement weapons system -21 TO to show items unique to an MDS and MAJCOM, such as specialized communications, reconnaissance, weapon delivery, and guidance systems.

9.4.1.1. Coordinate with applicable Lead Commands weapons system managers for changes required in -21 technical orders and command peculiar equipment.

9.4.1.2. Owning Lead Commands account for installed specialized or classified equipment.

9.4.2. Include items (other than standard configuration items) listed on MESLs in the MAJCOM supplement to the -21 TO if the items are not in the basic -21 TO.

9.4.2.1. List standard configuration items that may be removed for alternate missions in the Lead Command supplement to the -21 TO as AME. When AME is treated as standard configuration items, the number per aerospace vehicle authorized is the largest number that can be installed.

9.5. Equipment not included in -21 TOs. These items are not included in -21 TOs:

9.5.1. Fixed or installed components are part of the basic aerospace vehicle and needed for normal operation.

9.5.2. Consumable items other than safety items (such as publications, forms, or relief bags).

9.5.3. Maintenance and servicing equipment in the AS or the -4 TO.

9.6. Asset Categories.

9.6.1. The -21 TO lists all assets authorized for an aerospace vehicle or missile MDS. Items are defined and coded (using expendability, recoverability, and reparability category (ERRC) codes) as either:

9.6.1.1. Equipment.

9.6.1.2. Reparable items.

9.6.1.3. Expendable items.

9.6.2. The MAJCOMs, AFMC Air Logistics Centers or Product Centers, or Defense Logistics Agency (DLA) with management responsibility for the item determine its definition.

9.6.3. The management and control method is different for each category of items. Maintain accountability files IAW AFMAN 23-110, Volume 2, Part 13, Chapter 8.

9.6.3.1. Mark the "Remarks" column to show the management and control method by item definition.

9.6.4. MAJCOMs and AFMC Air Logistics Centers or Product Centers identify items managed and controlled as equipment (ERRC NF and ND).

9.6.4.1. Mark the -21 TO or Lead Command supplement to show which AS lists the equipment.

9.6.4.2. The maintenance activity uses the management and control methods of the Air Force Equipment Management System (AFEMS).

9.6.4.3. The record vehicles are the Custody Account (CA) or Custody Receipt Listing (CRL) and AF Form 601, *Equipment Action Request*.

9.6.5. MAJCOMs or AFMC Air Logistics Centers or Product Centers identify items managed and controlled as reparables (ERRC XD and XF).

9.6.5.1. Mark the -21 TO to show the maintenance activity will manage the asset as a reparable.

9.6.5.2. The maintenance activity uses the management and control methods of the Air Force Recoverable Assembly Management Process (RAMP).

9.6.5.3. Send a Special Purpose Recoverables Authorized Maintenance (SPRAM) listing to the appropriate work center to identify numbers on hand.

9.6.5.4. The record vehicle is the DD Form 1348-1A, *DoD Single Line Item Release/Receipt Document*, or AF Form 2692, *Aircraft/Missile Equipment Transfer, Shipping Listing*.

9.6.5.5. Accountable individuals monitor expendable (XB3) assets identified in Sections I, II and III of the applicable -21 technical order to ensure on hand quantities are sufficient to meet unit needs. Use AF Form 2691 to maintain visibility of these items. Maintain one AF Form 2691 for each applicable line item in the -21 technical order. Accomplish and document annual inventories by placing the date in Block A and writing "INV" in Block E. Adjust quantities and locations accordingly. Units may place selected expendable assets on bench stock to serve as spares if consumption data warrants. Annotate levels established for bench stock items in Block J. Actual on hand level in bench stock need not be updated. Expendable assets placed in bench stock are exchanged on a one for one basis. -21 items locally manufactured to replace -21 technical order items reference the same line item number as listed in the technical order. Additional

locally manufactured items maintained, but not listed in the -21 technical order, reference local line item numbers, i.e. L-1, L-2, etc. Units develop local procedures to identify all locally manufactured items, accountable agency and appropriate line item number. Disposal of excess quantities of serviceable armament/munitions -21 assets requires Lead Commands approval.

9.6.5.6. Follow procedures listed in applicable -21 TOs to control, report, and manage air launched missile -21 assets.

9.6.6. MAJCOMs, AFMC Air Logistics Centers or Product Centers or DLA identify items managed and controlled as expendables (XB3).

9.6.6.1. Mark the -21 TO to show the maintenance activity will manage the items as expendables.

9.6.6.2. As a rule, maintenance does not manage or control these items once issued.

9.6.6.3. Some items defined as expendables may require specific management procedures. For example, maintenance will have the right number of cables on hand for ejector rack operation. MAJCOMs may choose to manage these items like the end item.

9.6.6.3.1. Calculate total quantities authorized using quantities listed in applicable -21 technical orders multiplied by the number of assigned unit aerospace vehicles. Units manage all weapons related -21 equipment using AF Form 2691 and supporting documentation. Variances in the authorized versus on hand quantities of armament -21 equipment requires Lead Command approval.

Section 9B—Responsibilities

9.7. Using Command. Each Lead Command may supplement this instruction or the -21 TO for assigned weapon systems, or both, or issues separate command instructions. The using command:

9.7.1. Appoints an OPR to focus management attention on -21 assets and informs AF-AVDO.

9.7.2. Develops a control system to make sure base level accounting of items is accurate and tailored to unique MAJCOM requirements. Authorized -21 levels will not be greater than the number of assigned aerospace vehicles without prior MAJCOM and AFMC approval IAW **paragraph 9.11**.

9.7.3. Reallocates -21 items within the command.

9.7.4. Coordinates with program and item managers and gaining commands to reallocate -21 items as part of inter-command aerospace vehicle transfers.

9.7.5. Identifies the base level organization responsible for overseeing daily asset management and control. Armament Flight exercises daily control and management for all armament related suspension equipment. Other items listed in **paragraph 9.9.2** will be managed by other specified organizations.

9.7.6. Coordinates with subordinate units and other MAJCOM Headquarters to resolve equipment shortages according to **paragraph 9.14** or to locate equipment removed from transient aerospace vehicles according to **paragraph 9.15**.

9.7.7. Annually reviews -21 TOs for asset requirements of assigned weapon systems in coordination with program and item managers and redistributes or adjusts items as appropriate.

9.8. AFMC.

9.8.1. HQ AFMC:

9.8.1.1. Fulfills using command responsibilities IAW **paragraph 9.7**.

9.8.1.2. Develops control procedures for items not intended for the -21 TO (such as prototypes under development, test, and evaluation).

9.8.1.3. In coordination with the gaining or using command, develops an initial -21 TO for a weapon system based on the PMD, the contractor's proposed AF Form 2692, and proposed -21 TO.

9.8.2. Air Logistics Center Program Offices use yearly reviews to:

9.8.2.1. Ensures -21 TO is current in coordination with MAJCOMs IAW **paragraph 9.7.7**.

9.8.2.2. Ensures equipment listed in aerospace vehicle and missile -21 TOs (and the Lead Command supplements) includes all items MAJCOMs and Air Logistics Center Program Offices will oversee.

9.8.2.3. Validates MAJCOM -21 levels and make changes as needed.

9.8.2.4. Maintains Air Force oversight of -21 item inventory and locations to help determine necessary replacement buys, war and mobilization planning, and War Reserve Materiel (WRM) stockage objectives.

9.8.2.5. Ensures adequate stock availability of listed equipment to fulfill daily requirements and wartime taskings.

9.8.2.6. Ensures equipment listed in the -4 TO both as basic airframe equipment and as AME (i.e. missile launch rails for F-16) is listed as AME in the -21 TO.

9.8.2.7. The respective Product Center Program Office will have the roles/responsibilities identified above in **9.8.2** for programs that are still in the acquisition phase.

9.8.3. Program and item managers manage inter-command reallocation of items resulting from aerospace vehicle transfer or changing mission requirements.

9.8.4. Program and item managers give disposition instructions for -21 items declared excess as a result of aerospace vehicle retirement or mission changes (usually warehoused and stored as WRM until clearly obsolete).

9.8.5. Program and item managers release excess items for sale through Defense Logistics Agency (DLA) Disposition channels when approved by MAJCOMs and HQ USAF IAW **paragraph 9.11**.

9.9. Base Activities.

9.9.1. Units will set up procedures and assign responsibilities to:

9.9.1.1. Provide accurate accounting, oversight, and daily control of items.

9.9.1.2. Forward a copy of unit inventory results to appropriate MAJCOM weapons system managers NLT 30 Sep annually. Report shortages impacting unit mission via message to applicable weapon systems manager. Hold disposition of overages pending MAJCOM reconciliation.

9.9.2. Armament Flight will account for, manage and control weapons suspension items (ERRC XD) in Section II of applicable -21 aerospace vehicle TOs. In addition, suspension items with (ERRC XF) such as LAU-129 missile launchers will be tracked and controlled using the R25 SPRAM listing. Aircraft Maintenance Squadrons will account for and track, chaff/flare/ALE-50 magazines and AME items managed under the two level maintenance concept. B-1 units (Armament Flights) will account for chaff and flare magazines only (ALE-50 is managed by defensive avionics), using the R25 SPRAM listing. SPRAM custodians will establish an accounting method in an OI that allows for immediate action identification of assets stored or used outside the owning work center. Aircraft Maintenance Squadrons will account for all aerospace vehicle travel pods through appropriate equipment management documents and serially track all aerospace vehicle travel pods in the applicable MIS. Propulsion Flight will account for all engine trailers through appropriate equipment management documents and serially track all trailers in the applicable MIS. Fuels Systems Section within the Accessories Flight will account for all external fuel tanks to include in-use items, spares and WRM through appropriate equipment management documents and serially track all external fuel tanks in the applicable MIS.

9.9.2.1. The R25 SPRAM listing will be the accountability/asset inventory document for all repairable coded XD2 assets. XD2 assets are defined as fault isolation spares, shop standard spares, training spares, -21 TO spares, alternate mission equipment, test station spares, and stand alone spares. The CA/CRL listing is the asset inventory for equipment coded assets (ERRC NF/ND). Maintain AF Form 2691 to provide unit visibility over XF3 and expendable XB3 assets in sections I, II, and III of applicable aerospace vehicle -21 TOs. Units need not maintain an AF Form 2691 for XF3 assets controlled on the R25 listing. SPRAM account custodians maintain a custodian file IAW AFMAN 23-110, Volume 2, Part 13, Chapter 8, using the following guidance:

Tab A - Current Action:

AF Form 2691.

R25 SPRAM listing. (If only for -21 equipment).

Tab B - Information Files:

AF Form 1297, *Temporary Issue Receipt*, or

In-use equipment reports.

Tab C - Suspense and Completed Files:

Suspense: Due-out requests and supporting documents.

Completed: Hold completed actions until new R25 is received.

Tab D - Adjustment Documents:

Reports of Survey.

AF Form 2692, DD Form 1149 or DD Form 1348-1.

Authorization for SPRAM assets.

Tab E - Register of Control Numbers:

AF Form 126, *Custodial Request Log*.

D04, D18 and M30 (For SPRAM assets).

Tab F - Regulations and Certificates:

Copy of this supplement and any applicable unit supplement.

Current custodian designation letter.

AF Form 2426, *Training Request and Completion Notification* or other certification of equipment management training for the primary and alternate custodians.

9.9.3. LRS Equipment Accountability Element (EAE) is the contact for items controlled under AFEMS and SPRAM.

9.9.4. The work center, designated by their MAJCOM, maintains item inventories (CA/CRL or SPRAM listing or both).

9.9.4.1. As new items arrive or are transferred, update the inventory listing using AF Forms 601, 2692, 2005, *Issue/Turn-In Request* or DD Form 1348-1A, depending on how the items were moved (See **paragraphs 9.13** through **9.18**).

9.9.4.2. The custodian keeps a record copy of the input documents.

9.9.4.3. Inventory and reconcile the account upon change of custodian and/or:

9.9.4.3.1. When host MAJCOM determines more frequent CA/CRL account reviews.

9.9.4.3.2. Inventory SPRAM account as required by AFMAN 23-110.

9.9.5. The -21 Support Function:

9.9.5.1. Monitors the movement of -21 items.

9.9.5.2. Coordinates the gathering, packing, and shipping of -21 items when aerospace vehicles are transferred.

9.9.5.3. Notifies the designated work center of the number of items to be shipped.

9.9.5.4. Reconciles shortages with gaining or losing organizations and sends copies of correspondence to gaining and losing MAJCOM Headquarters.

9.9.5.5. Forwards AF Form 2692 to appropriate PS&D element.

9.9.5.6. AMXS/HMXS -21 support function will have a letter on file that identifies the -21 SPRAM account custodian by name, grade and telephone number. Additionally, forward the letter to MOS PS&D, and the host LRS Equipment Accountability Element (EAE). AMXS/HMXS support function will consolidate AMXS/HMXS-21 SPRAM custodian listings and provide a copy to all squadron -21 SPRAM accountable individuals. The applicable custodian uses this listing to notify accountable agencies of aerospace vehicle deployments, aerospace vehicle transfers, or arrival of new equipment so records can be adjusted accordingly. AMXS/HMXS support function will forward a copy of the listing to the host LRS EAE.

9.9.5.7. Accountable individuals:

Use automated, manual reports, or AF Form 1297 to control equipment in serviceable condition, including items in extended storage. Reports will identify equipment by type, serial or field number, date issued and the accountable squadron individual.

9.9.5.8. Accountable squadron individuals:

Acknowledge responsibility by signing the equipment control report. The POCs are accountable to the Maintenance Group for equipment problem resolution. Track location of equipment deployed, installed on aerospace vehicles, in repair, or stored in support sections. Ensure in-use equipment is monitored and scheduled for maintenance as required.

Section 9C—Managing -21 Assets

9.10. Transferring Aerospace Vehicle or Missile -21 Assets.

9.10.1. MAJCOM Headquarters will manage the reallocation of aerospace vehicle or missile -21 items after transfer decisions have been made.

9.10.1.1. For intra-command reallocations, the MAJCOM Headquarters:

9.10.1.1.1. Sends the transfer directives to subordinate units.

9.10.1.1.2. Coordinates the movement.

9.10.1.1.3. Notifies Air Logistics Center Program Offices of item inventory and location information.

9.10.1.2. For inter-command or inter-theater movement, MAJCOMs coordinate the transfer directives with the respective Air Logistics Center Program Offices as well as with the gaining command.

9.10.2. Transfer directives will:

9.10.2.1. Identify the base level functions to coordinate the preparation, gathering, and shipping of -21 items.

9.10.2.2. Identify which items will be transferred aboard the aerospace vehicle and which items will be shipped separately.

9.10.3. If an aerospace vehicle or missile is transferred to a depot or contractor facility and will return to the same unit, the transferring unit keeps equipment the depot does not need. Use AF Form 2692 to transfer installed equipment.

9.10.4. If aerospace vehicles or missiles are transferred by way of a depot or contractor program, the losing unit ships only the needed equipment and the equipment listed in the transferring directive. The losing unit sends the rest to the gaining unit no later than 30 days before the completion date.

9.10.5. For transfers through Military Assistance Program or donations and sales to agencies outside the Air Force, the respective Air Logistics Center Program Office decides what equipment to transfer.

9.10.6. All requests to remove assets from AMARG storage code STT (FMS) aerospace vehicles are sent to SAF/IA and AF/A8P with information copy to AF/A4L.

9.11. Disposing of Excess Assets.

9.11.1. Authorized -21 levels will not be greater than the number of assigned aerospace vehicles unless Lead Command and the respective Air Logistics Center Program Office approves the excess.

9.11.2. In certain instances, the number of -21 items on hand may exceed authorized levels because of aerospace vehicle loss, discontinuance of a specific mission, and aerospace vehicle retirement. In these cases, the owning MAJCOM Headquarters coordinates with program and item managers to develop disposition instructions.

9.11.3. In the event of aerospace vehicle loss, the unit usually carries the -21 items as excess.

9.11.3.1. MAJCOM Headquarters may elect to reallocate these items to another unit, depending on need, or add them to WRM.

9.11.3.2. Adjust the inventory to reflect items lost with the aerospace vehicle, using DD Form 200, *Financial Liability Investigation of Property Loss.*

9.11.4. When the Air Force discontinues a specific mission or combat capability, the owning unit usually warehouses and manages the assets as WRM.

9.11.4.1. Only AF/A8P issues authorization for aerospace vehicle disposition through the Defense Logistics Agency (DLA) Disposition.

9.11.5. When aerospace vehicles are retired in other than inviolate "XS" or Excess Defense Articles (EDA) "XT" storage, the respective Air Logistics Center Program Office reallocates items used on other aerospace vehicles (i.e. racks, adapters, and cargo handling equipment).

9.11.6. When aerospace vehicle items are retired, AF/A8PB will approve, via AF Form 913, the appropriate disposition for spares, training (ground maintenance/Aircraft Battle Damage Repair (ABDR)), National Museum of the United States Air Force, FMS, etc.

9.12. Increasing Authorized Levels.

9.12.1. Unit level requirements above the number of assigned aerospace vehicles are approved only after:

9.12.1.1. The MAJCOM will coordinate -21 increase requests. Forward approved requests, other than XB3 asset requests, to the respective Air Logistics Center System Program Office.

9.12.1.1.1. Lead Command will approve any increase in armament expendable XB3 assets after MAJCOM approval. Further coordination/approval of armament expendable assets is not required.

9.12.1.2. The respective Air Logistics Center Program Office agrees with the MAJCOM request.

9.12.1.3. A source for the item has been identified (MAJCOM redistribution, WRM, or other source).

9.12.2. Items sourced from WRM require AF/A4LM/A4LY approval.

9.12.3. MAJCOM funded items (such as missile launchers) require no further approval. Units will identify funds (from either AFMC or MAJCOM) and get the approval of the appropriate program and Funds Programs Manager for all other shortfalls requiring funding.

9.12.4. The program manager approves the requirements after these criteria have been met.

9.12.5. Refer unresolved disagreements to appropriate Lead Command for resolution.

9.13. Arrival of New Equipment.

9.13.1. MAJCOM Headquarters develop and send out directives to gaining units which specify:

9.13.1.1. Which base level organization controls the various -21 items.

9.13.1.2. Which account system (AFEMS, RAMP, SPRAM) to use.

9.13.1.3. Which expendable items the unit will manage and control.

9.13.2. Coordinate these directives with the contractor, the losing command, or the respective Air Logistics Center Program Office so the shipper knows the correct address and "mark for" information.

9.13.3. List all items installed on, delivered with, or carried onboard the aerospace vehicle or missile on AF Form 2692.

9.13.3.1. PS&D files AF Form 2692 in Aircraft Historical Records. Forms disposition IAW the AF Records Disposition Schedule in AFRIMS, **https://www.my.af.mil/gcss-af61a/afrims/afrims**.

9.13.4. In all cases, the total amount of -21 equipment will equal the PMD requirements for the weapon system.

9.13.5. List any assets delivered separately on DD Form 1149 or DD Form 1348-1A.

9.13.6. The designated work center coordinates with base supply (equipment management or material management) to load authorized quantities into the account system. As new equipment arrives, use the shipping document (AF Form 2692, DD Form 1149 or DD Form 1348, *DoD Single Line Item Requisition System Document*) as the input and record copies to adjust on hand quantities.

9.13.7. Wing PS&D will inform applicable maintenance organizations and the life support function when aerospace vehicles are scheduled to arrive so functional area experts can meet the aerospace vehicle and inventory items.

9.13.7.1. Designated work centers (if appropriate) remove and store items and update on hand quantities.

9.14. Adjusting for Shortages.

9.14.1. Shortages found during acceptance inventories will be identified to the losing unit (or SPM for new weapon systems) within 24 hours. Send a copy of the notification to the applicable MAJCOM Headquarters.

9.14.2. MAJCOM Headquarters will resolve shortages quickly. If no accountable individual can be identified for shortages found during acceptance inventories, handle them according to AFMAN 23-110. Handle accountability for equipment lost during flight, damaged, or destroyed according to AFMAN 23-110.

9.15. Removing Assets From Transient Aerospace Vehicles.

9.15.1. List equipment removed and not replaced on AF Form 1297. A designated representative of the transient activity completes and signs this form in three copies and:

9.15.1.1. Mails one copy to the appropriate PS&D section or equivalent at home station.

9.15.1.2. Keeps one copy and places one copy in AFTO Form 781 series binder before the aerospace vehicle leaves.

9.15.2. The MXG/CC, or equivalent of the base where the aerospace vehicle is transient ensures removed equipment is returned to the owning base within 30 days.

9.15.2.1. Send the transportation control number (TCN) to the owning unit as soon as it is known.

9.15.2.2. If the inventory is not correct, the owning unit takes action according to procedures in **paragraph 9.14**.

9.16. Managing Deployed Assets.

9.16.1. The owning MAJCOM and the deployed unit retain accountability for -21 items deployed for exercises and contingencies. MAJCOM Headquarters will review base mobility plans and supported OPLANs at least once a year and when taskings change, to make sure equipment lists include the proper numbers and types of -21 items.

9.16.2. MAJCOM Headquarters will make sure deploying units identify:

9.16.2.1. Items deployed on or with the aerospace vehicle or missile.

9.16.2.2. Items sent through normal transportation channels.

9.16.2.3. Items deployed by dedicated support aerospace vehicles.

9.16.2.4. The account system (automated or manual) used to control assets.

9.16.2.5. The function or individual who is responsible for controlling items.

9.16.2.6. Any -21 shortages or authorization changes identified during contingencies. ***NOTE:*** Identify shortages or authorization changes to the deployed combat Headquarters A4 for prioritization and resolution.

9.16.3. The senior deployed maintenance officer, senior NCO, or contract maintenance officer assumes control of deployed -21 equipment. Prior to departure, the individual appointed to assume custodial responsibility at the deployed location signs a transfer document for the equipment. Group CCs develop procedures to provide the deploying officer/NCO with a listing of all deployed -21 equipment. Separate and identify deployed equipment into three deployed groups: With aerospace vehicle or missile, through normal transportation channels, or by dedicated support aerospace vehicles. If maintenance support personnel are not available at the deployed location, the senior crew chief or crew member assumes control of deployed equipment.

9.17. Transferring Assets.

9.17.1. The appropriate PS&D or equivalent is the focal point for transferring aerospace vehicles, missiles, and associated assets. This office will notify maintenance squadrons and life support functions of the transfer date.

9.17.2. Each accountable work center prepares items for transfer.

9.17.2.1. If shipping the item on or with the aerospace vehicle or missile, list it on AF Form 2692. See **Attachment 8** for instructions on filling out this form.

9.17.2.2. If shipping the item separately, list it on AF Form 60l, DD Form 1149, or DD Form 1348-1A. Use one copy of the form to adjust inventory records.

9.17.3. The -21 Support Function or equivalent compiles this information and prepares a "master" AF Form 2692 for all items to be transferred on or with the aerospace vehicle or missile. The -21 Support Function or equivalent will prepare a listing of other items to be transferred (including date, mode of shipment, and transportation control numbers) and will send it to the gaining organization. Send copies of these lists to MAJCOM Headquarters.

9.18. Changing the Accountable Individual.

9.18.1. When a change of custodian for a -21 account is required, follow procedures contained in AFMAN 23-110.

9.18.2. The new account custodian will be qualified according to published MAJCOM directives and will have attended custodian training.

9.18.3. Inventory the account, reconcile differences, and have both individuals sign a statement to the effect that the account is accurate and has been verified.

9.18.4. Follow procedures in AFMAN 23-110, Volume 2, Part 13, for changes of SPRAM or equipment custodians. Individuals designated as -21/SPRAM account custodians attend Equipment Custodian training conducted by base supply. Additionally, custodians receive locally developed work center training on -21/SPRAM equipment management responsibilities.

Chapter 10

AVIONICS POD SYSTEM INVENTORY, STATUS AND UTILIZATION REPORTING

Section 10A—Reporting System Overview

10.1. Description of Pods. Electronic combat pods and other avionics pods are self-contained systems, designed to be externally carried, and are interchangeable among the general class of bomber, fighter, interceptor, strike, and reconnaissance aerospace vehicles. Pods are modularly constructed to provide capabilities specific to aerospace vehicle mission requirements for training, self-protection against enemy radar controlled weapons threats, airborne threats, navigational and target illumination, instrumentation, and communications (telemetry and data link).

10.2. Description of RAMPOD. RAMPOD is an integrated weapons management information system that collects, reports, and maintains real-time reliability, availability, maintainability, configuration, warranty, system on-time, inventory, performance, sortie, and engineering parametric data for externally carried electronic combat pods and other avionics pods. AF/A4L and SAF/FM have designated RAMPOD as the inventory and financial accountability system for all AF externally carried pods, including leased pods. Financial reporting to Defense Finance and Accounting Service (DFAS) for all AF externally carried pods is accomplished via RAMPOD. The RAMPOD financial module is generally compliant with the Chief Financial Officer (CFO) Act of 1990, the Chief Information Act of 1996 and the Federal Managers Integrity Act of 1996. As a result of diverse pod configurations and new technologies, RAMPOD may track internal mounted pods as directed by MAJCOM or SPO. Also, other systems may be reported in RAMPOD as directed by MAJCOM or SPO and approved by AF/A4L in their capacity of Maintenance Systems Portfolio Owner.

10.3. How and What to Report.

10.3.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3. of AFI 33-324.

10.3.2. As the accountability system, RAMPOD maintains accountability for all AF externally carried pods. RAMPOD will account for pod assets possessed by Air Force, Air National Guard, or US Air Force Reserve activities. Accountability begins when DD Form 250, *Material Inspection and Receiving Report*, or WAWF RR is signed. All pod program offices are required to forward a DD Form 250 or WAWF RR to RAMPOD for any new pods within 5 workdays of the date title passes to the government. Accountability ends on receipt of a termination message and/or DD Form 1149, *Requisition and Invoice/Shipping Document*. Deletions of pods from the active inventory or any in-transit actions will be reported to RAMPOD within 5 workdays.

10.3.3. The cost of any improvements (modifications) to pods will be reported in RAMPOD. Cost data for modifications or copies of DD Form 250 or WAWF RR will be forwarded to RAMPOD when the improvements performed by contract exceed $100K per pod.

10.3.4. For the purpose of this instruction, the following data is reportable to RAMPOD:

10.3.4.1. DD Form 250 or WAWF RR for all pod acquisitions

10.3.4.2. Documentation for any deletions of pods from active inventory

10.3.4.3. All in-transit actions

10.3.4.4. All pod modification costs

10.3.4.5. Pod MDS, model, part number and serial number

10.3.4.6. Operational status

10.3.4.7. Pod ownership (Air Force, Air National Guard, or Air Force Reserve)

10.3.4.8. Cost data for leased pods

10.3.4.9. Current and assigned pod locations

10.3.4.10. The Elapsed Time Indicator (ETI) meter readings. The frequency of ETI capture will be determined based on configuration and maintenance philosophy of the affected pod.

10.3.4.10.1. Readings of external ETI meters for LITENING and Sniper Advanced Targeting Pods will be updated weekly. LANTIRN pods (Targeting and Navigation) will be updated upon arrival at the Centralized Repair Facility (CRF) location and when returned to the field.

10.3.4.10.2. Readings of internal ETI meters will be captured on any maintenance action requiring depaneling for maintenance and/or inspection.

10.3.4.11. Changes in avionics pod ownership between Air Force, Air National Guard, or Air Force Reserve, changes in current and assigned pod location and support responsibility, to include all deployments, TDYs, and/or special missions.

10.3.4.12. Any changes in pod status conditions impacting mission capabilities and/or readiness.

10.3.5. Additional reporting requirements:

10.3.5.1. Inventory, status, LIMFACS, and repair capability for Automatic Test Equipment and/or Support Equipment (ATE/SE), pod shipping containers, and spares kits shall be included in RAMPOD as MAJCOM or SPO directed. (CFO reporting of ATE/SE inventory will not be accomplished in RAMPOD but through the appropriate management/accountability information system).

10.3.5.2. For AF range pods review AFI 13-212, *Range Planning and Operations*, Chapter 6.5. for additional guidance and instructions.

10.3.6. Pod shipping container serial numbers will be tracked to include any movements and change of possession.

10.4. Contractor Reporting. For contractor controlled or maintained avionics pod systems, report the inventory, status, utilization, and configuration on items being maintained or sustained by contract support. The contracting officer or designated official shall be responsible for delegating the required inventory reporting authority to a local representative or individual.

10.5. The Reporting System. Inventory, status, and utilization data will be reported via RAMPOD, the Air Force official system for inventory and financial accountability. RAMPOD will provide the reporting methodologies. Office of Primary Responsibility (OPR) for

RAMPOD is 78 ABW/SCPD (RAMPOD), 205 Perry St., Ste 100, Robins AFB, GA 31098, DSN 468-5404. RAMPOD Portal: **https://rampod4.robins.af.mil**.

10.5.1. Data is processed at the unit level and at the RAMPOD processing site. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the RAMPOD database monitor the data.

10.5.2. Once per duty day, units shall update and/or verify status and inventory information via the RAMPOD Portal Status and Inventory Management System as detailed in the applicable user's manual. Pod Asset Reporting System (PARS) software user manuals can be found under the applicable (i.e. Sensor, EW, etc.) Universe Link.

10.5.3. HQ USAF, HQ AFMC, SAF/FM, DFAS, Air Force Audit Agency (AFAA), and other authorized users may extract reports, data, and information from RAMPOD to monitor and manage pod inventory, status, and utilization while achieving an auditable financial statement of assets.

10.6. Security Classification. Avionics pod inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into RAMPOD. Consult appropriate weapon system security guides for additional guidance.

10.7. Waivers From Reporting. Waivers from reporting avionics pod inventory, status, and utilization data to RAMPOD shall be forwarded to AF/A4L and SAF/FM for consideration.

Section 10B—Reporting Responsibilities

10.8. Unit Level Activities. All reporting starts at the unit level.

10.8.1. Maintenance ensures pod and ATE/SE inventory (as appropriate), status, and utilization reporting is accurate and timely.

10.8.2. A maintenance official from the unit currently in possession of the pod (i.e. flightline/backshop/contractor) will:

10.8.2.1. Ensure the unit correctly maintains inventory, maintenance status, utilization, and configuration data.

10.8.2.2. Ensure that the unit reports, updates/verifies data on all pods and ATE/SE at their work center (using the procedures in this instruction) to RAMPOD a minimum of once per duty day.

10.8.2.3. Coordinate with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting.

10.8.3. Units without internet access, coordinate with their command headquarters to determine alternative procedures. Their headquarters will:

10.8.3.1. Assist MAJCOM agencies in pulling pod and ATE/SE inventory, status, utilization, and configuration data (reports) from RAMPOD.

10.8.3.2. Appoint a unit pod reporting Point of Contact (POC) and send the POCs name to 78 ABW/SCPD (RAMPOD), 205 Perry St., Ste 100, Robins AFB, GA 31098.

10.8.4. All units will provide to RAMPOD, biannually, an updated POC list to include NCOIC and ANCOIC. Include AFETS representative, if applicable.

10.9. MAJCOM POCs.

10.9.1. Check/coordinate with their reporting units to ensure that pod inventory, status, utilization, and configuration appear in the RAMPOD database.

10.9.2. Ensure that units take action to correct any reporting discrepancy or problem.

10.10. Common Avionics PGM.

10.10.1. Ensure that pod assets stored at warehouse locations are updated in RAMPOD for pod status as changes occur.

10.10.2. Update RAMPOD monthly to ensure the inventory and status of the warehoused items are correct.

10.10.3. Perform an annual physical inventory of the pod containers in the warehouse to ensure that inventory and status of the pod assets matches those being reported in RAMPOD.

Chapter 11

INVENTORY AND STATUS REPORTING OF ROCKET SYSTEM LAUNCH PROGRAM (RSLP) ROCKET MOTORS

11.1. Inventory and Status Reporting.

11.1.1. Reporting includes inventory and status reporting on RSLP System Program Office (SPO) owned uninstalled rocket motors at all locations (Depot, contractor facilities), through end of life (i.e. launched, disposed/demilled, transferred ownership). Air Force reports accountability of RSLP owned uninstalled rocket motors as operating material and supplies (OM&S) through the Integrated Missile Database (IMDB). The RSLP SPO assigns an IMDB Point of Contact and assumes responsibility for all rocket motors in possession of the RSLP program. It is critical that the IMDB Point of Contact annotate ownership, asset condition code and location within IMDB in a timely and accurate manner. In addition, the IMDB Point of Contact must ensure the IMDB is periodically reconciled to the actual RSLP inventory. Specifically, the RSLP IMDB Point of Contract is responsible to:

11.1.1.1. Update IMDB for movement of rocket motors (i.e. change in physical location, receipt from contractor, transfer from other organization, etc.), no later than five working days after the event occurs.

11.1.1.2. Update IMDB for termination of rocket motors (i.e. launch, static fire, Aging and Surveillance/motor dissection, etc.), no later than five working days after the action occurs.

11.1.1.3. Coordinate with receiving program office (i.e. OO-ALC AVDO/Point of Contact, etc.), prior to transferring ownership of a rocket motor to the other program office.

11.1.1.3.1. Ensure the physical asset is properly reconciled with IMDB (i.e. location of the actual asset and IMDB record match), and the operational status is updated in IMDB prior to transferring the asset.

11.1.1.3.2. The gaining Program Office will become responsible for the accountability of the rocket motor once the transfer is complete.

11.1.1.4. Reconcile all movements and terminations of rocket motors to IMDB on a monthly basis.

11.1.1.5. Reconcile ownership and asset condition codes to IMDB on a quarterly basis.

11.1.1.6. Complete physical accountability (i.e. actual assets to IMDB information and IMDB information to actual assets) of all rocket motors must be conducted annually (Date of report will be 31 August with 30 days to inventory and reconcile reports).

11.1.1.6.1. Financial information is maintained in IMDB. The RSLP Program Office is responsible for establishing and maintaining the CFO reporting data elements (full cost and useful life) of each rocket motor (See Section **11.5**).

11.1.1.6.2. Valuation of all rocket motors must be reconciled at least annually.

11.2. Possession Reporting.

11.2.1. Possession is the actual RSLP SPO acceptance or designation of responsibility for the rocket motor. When the SPO takes possession of the rocket motor, the IMDB Point of Contact starts reporting according to this instruction and applicable systems instructions. RSLP shall use the DD Form 1149 *Requisition and Invoice/Shipping Document,* as the documentation for receipt or transfer of assets.

11.2.1.1. Rocket motor technicians, storage facility, and motor maintenance personnel will provide confirmation notification to the Transportation Management Specialist (to update IMDB) on all RSLP asset relocations. The Transportation Management Specialist will notify the RSLP program office of the relocation. RSLP Program Office will perform semi-annual reconciliation of its assets located at storage facilities, contractor facilities, and depot locations.

11.2.1.2. Possession terminates when the RSLP asset is destroyed (demilled, launched, destructive Aging/Surveillance testing), or is transferred to another responsible organization. Terminate the RSLP asset in IMDB which will cease reporting if the asset has permanently transferred to non-Air Force activities. However, maintain documentation in IMDB showing the rocket motor history and associated transfer actions.

11.3. Notification, Termination, and Relocation Procedures.

11.3.1. Accurate reporting of possession changes is essential in order for the Air Force to accurately account for the location and use of the RSLP assets. RLSP SPO ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination* and this instruction.

11.3.1.1. The IMDB Point of Contact shall notify the Transportation Management Specialist of a location change of an RSLP asset when depot does not provide the means of transportation/handling.

11.3.1.2. Change in Asset Condition Code. The designated individual of the organization changing the condition code (i.e. serviceable, unserviceable, or obsolete) of the RSLP asset must send a priority asset condition code change message to the RSLP program office. IMDB Point of Contact shall notify the Transportation Management Specialist, via E-mail, to update current asset status not later than five working days after the change.

11.3.2. Termination Message, RSLP Asset Termination Report. The unit or depot where the RSLP asset was destroyed or sent to Defense Logistics Agency (DLA) Disposition must send a priority termination E-mail message not later than five working days after the action has occurred. RSLP shall provide a signed termination letter or equivalent containing how, when, where, serial number and the date the asset was destroyed. IMDB RSLP Point of Contact shall upload the termination letter into IMDB, attach it to subject asset, and notify the Transportation Management Specialist to update current asset status in IMDB.

11.3.3. Relocation Message, RSLP Asset Location Change Report. The designated individual of the organization relocating RSLP assets must send a priority relocation message

to the RSLP program office not later than five working days after the asset's location changed. When a relocation message is received by RSLP, the IMDB Point of Contact shall notify the Transportation Management Specialist to update current asset status in IMDB and validate that the change has occurred.

11.4. Training Devices, Inert Rocket Motors, and Static Displays.

11.4.1. For accountability purposes, inert rocket motors, rocket motor fired cases, static displays, and GTMs will be tracked in IMDB but will not be included on directed rocket motor inventories. Terminate the rocket motor and cease reporting if the asset has permanently transferred to non-Air Force activities that may include but are not limited to:

11.4.1.1. NMUSAF Programs.

11.4.1.2. Defense Logistics Agency (DLA) Disposition.

11.5. RSLP Asset Valuation.

11.5.1. The RSLP SPO is responsible for establishing the value of uninstalled RSLP owned rocket motors. This value is normally derived from the original weapon system CFO reporting data elements (full cost and useful life) however, in the absence of this information (for the older weapon systems), the cost may be derived from other means. For example, retired ICBM weapon system booster costs established by the ICBM SPO.

11.5.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained with the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Installations, Logistics & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 3110.05, *Materiel Condition Reporting for Mission - Essential Systems and Equipment*, September 25, 2006

DoD Instruction 4160.21-M, *Defense Materiel Disposition Manual*, August 1997

DoD Instruction 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, May 19, 2011

DoD Financial Management Regulation 7000.14-R, 17 Nov 11

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 Mar 07

AFPD 13-5, *Nuclear Enterprise*, 6 Jul 11

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 03

AFI 10-701, *Operations Security (OPSEC) Instructions*, 8 Jun 11

AFI 11-202v3, *General Flight Rules*, 5 Apr 06

AFI 11-401, *Aviation Management*, 7 Mar 07

AFI 13-212, *Range Planning and Operations*, 16 Nov 07

AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*, 1 Dec 09

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 10

AFI 33-201, *Communications Security*, 1 May 05

AFI 33-360, *Publications and Forms Management*, 18 May 06

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 27 Jun 01

AFI 36-2251, *Management of Air Force Training Systems*, 20 Mar 03

AFI 63-101, *Acquisition and Sustainment Life Cycle Management*, 8 Apr 09

AFMAN 23-110, *USAF Supply Manual*, 1 Jan 09

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFCSM 21-560V2, *Communications Equipment Status and Inventory Reporting*, 1 Sep 07

AFCSM 25-524V4, *EIMSURS Users Manual*, 1 Oct 04

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 1 Sep 10

TO 00-25-107, *Maintenance Assistance*, 15 Jan 08

TO 00-25-254-1, *Comprehensive Engine Management System Engine Configuration, Status and TCTO Reporting Procedures*, Change 9, 1 May 07

TO 00-25-254-2, *Comprehensive Engine Management System*, Change 9, 15 Jul 07

TO 1-1-300, *Acceptance/Functional Check Flight and Maintenance OPR Checks*, Nov 07

TO 43-1-1, *Maintenance, Inspection, Storage, Shipment and Serialization -- Training Devices and Trainer Maintenance Parts, Maintained by Air Force Depots*, Change 10, 22 Nov 94

Prescribed Forms

AF Form 126, *Custodian Request Log*

AF Form 601, *Equipment Action Request*

AF Form 847, *Recommendation for Change of Publication*

AF Form 913, *Aerospace Vehicle Project Action*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2426, *Training Request and Completion Notification*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AF Form 2692, *Aircraft/Missile Equipment Transfer, Shipping Listing*

AF Form 3131, *General Purpose*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply Process*

AFMC Form 1026, *Aircraft Accountability Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 781, *AFORM Aircrew/Mission Flight Data Document*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

Wide Area Workflow Receiving Report (WAWF RR)

Abbreviations and Acronyms

AAS—Aircraft Availability Standard

ABDR—Aircraft Battle Damage Repair

ACI—Analytical Condition Inspection

ACP—Allied Communications Publication

ADPE—Automated Data Processing Equipment

AFNIC—Air Force Network Integration Center

AFCSC—Air Force Cryptologic Support Center

AFDSDC—Air Force Data Systems Design Center

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFR—Air Force Regulation

AGE—Aerospace Ground Equipment

ALCM—Air Launched Cruise Missile

AMARG—Aerospace Maintenance and Regeneration Group

AME—Alternate Mission Equipment

ARMS—Aviation Resource Management System

APS—Aerial Port Squadron

AS—Allowance Standards

ASIP—Aircraft Structural Integrity Program

ATE—Automatic Test Equipment

ATE-MIS—Automatic Test Equipment - Maintenance Information System

AUR—All Up Rounds

AVDO—Aerospace Vehicle Distribution Officer

AVUM—Aerospace Vehicle Utilization Monitor

AVP—Aerospace Vehicle Project

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BAC—Backlog

BSL—Basic System List

CA—Custody Account

CDB—Centralized Database

CEMS—Comprehensive Engine Management System

CLS—Contractor Logistics Support

CND—Cannot Duplicate

COMBS—Contract Operated and Maintained Base Supply

COMSEC—Communications Security

CONUS—Continental United States

CPSE—Crew and Passenger Support Equipment

CRL—Custody Receipt Listing

DBA—Data Base Administrators

DBM—Database Manager

DDN—Defense Data Network

DEP—Departed

DES—Destination

DLA—Defense Logistics Agency

DNN—Data Network

DOC—Designed Operational Capability

DoD—Department of Defense

DPI—Data Processing Installation

DPRO—Defense Plant Representative Office

EAV—Estimated Availability (date)

EDA—Excess Defense Articles

EDD—Estimated delivery date

EI—Engineering Installation

EIL—Equipment Inventory List

EQD—Equipment Designators

ERRC—Expendability, Recoverability, and Reparability Category Code

ESC—Emergency Status Code

ESR—Emergency Status Report

ETI—Elapsed Time Indicator

FCF—Functional Check Flight

FMC—Full Mission Capable

FMS—Foreign Military Sales

FOA—Field Operating Agency

FOT&E—Follow-On Operational Test and Evaluation

FSL—Full System List

FTD—Field Training Detachment

GEO LOC—Geographic Location

GFE—Government Furnished Equipment

GFM—Government Furnished Material

GFP—Government Furnished Property

GITA—Ground Instructional Training Aircraft

GMT—Greenwich Mean Time

HDBM—Host Data Base Manager

ICAO—International Civil Aviation Organization

ICBM—Intercontinental Ballistic Missile

ID—Identification

IM—Inventory Manager

IMDB—Integrated Missile Data Base

IMDS—Integrated Maintenance Data System

IMMP—Improved Maintenance Management Program

INW—In work

ITA—Interface Test Adapter

JCS—Joint Chiefs of Staff

LOC—Location

LRM—Line Replaceable Module

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MC—Mission Capable

MDC—Maintenance Data Collection

MDM—Mobile Depot Maintenance

MDS—Mission Design Series

MESL—Minimum Essential Subsystems List

MICAP—Mission Capability

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MRA—Mission Ready Available

MSPE—Maintenance Safety and Protection Equipment

MTS—Mobile Training Sets

NMC—Non Mission Capable

NMCA—Non Mission Capable Airworthy

NMCB—Non Mission Capable Both Maintenance And Supply

NMCBA—Non Mission Capable Both Maintenance and Supply Airworthy

NMCBS—Non Mission Capable Both Maintenance and Supply Scheduled

NMCBU—Non Mission Capable Both Maintenance and Supply Unscheduled

NMCBSA—Non Mission Capable Both Maintenance and Supply Scheduled Airworthy

NMCBUA—Non Mission Capable Both Maintenance and Supply Unscheduled Airworthy

NMCM—Non Mission Capable Maintenance

NMCMA—Non Mission Capable Maintenance Airworthy

NMCMS—Non Mission Capable Maintenance Scheduled

NMCMU—Non Mission Capable Maintenance Unscheduled

NMCMSA—Non Mission Capable Maintenance Scheduled Airworthy

NMCMUA—Non Mission Capable Maintenance Unscheduled Airworthy

NMCS—Non Mission Capable Supply

NMCSA—Non Mission Capable Supply Airworthy

NMUSAF—National Museum of the United States Air Force

NRTS—Not Repairable This Station

OCR—Office of Collateral Responsibility

OGT—Organization Record

OIL—Open Incident List

OL—Operating Locations

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORG ID—Organizational Identification

PA—Program Aerospace Vehicles and Flying Hours

PDM—Programmed Depot Maintenance

PEC—Program Element Code

PEID—Program Element Identification

PM—Program Manager

PMC—Partial Mission Capable

PMCB—Partial Mission Capable Both Maintenance and Supply

PMCM—Partial Mission Capable Maintenance

PMCMS—Partial Mission Capable Maintenance Scheduled

PMCMU—Partial Mission Capable Maintenance Unscheduled

PMCS—Partial Mission Capable Supply

PMIs—Preventive Maintenance Inspections

POC—Point of Contact

PS&D—Plans, Scheduling, and Documentation

PSRE—Propulsion System Rocket Engine

PUP—Pickup Point

RAM—Rapid Area Maintenance

RAMP—Recoverable Assembly Management Process

RAMPOD—Reliability, Availability, Maintainability for Pods

RCN—Reports Control Number

RDT&E—Research, Development, Test and Evaluation

REMIS—Reliability and Maintainability Information System

RPA—Remotely Piloted Aircraft

RPIE—Real Property Installed Equipment

RTE—Resident Training Equipment

RTOK—Retest Okay

SBSS—Standard Base Supply System

SE—Support Equipment

SIOP—Single Integrated Operational Plan

SM—System Manager

SOA—Separate Operating Agency

SPM—System Program Manager

SPRAM—Special Purpose Recoverables Authorized Maintenance

SRD—Standard Reporting Designator

SRU—Shop Replaceable Unit

SSM—System Sustainment Manager

STEP—Special Training Equipment Program

SW—Space vehicle Wings

TAA—Training Aid Aircraft

TCI—Time Change Item

TCN—Transportation Control Number

TCT—Total Contract Training

TCTO—Time Compliance Technical Order

TF—Total Flyable

TMA—Test Module Adapter

TO—Technical Order

TPS—Test Program Set

TRAP—Tanks, Racks, Adapters, and Pylons

TRIC—Transaction Identification Code

TRU—Tester Replaceable Unit

VSN—Vehicle Serial Number

VSND—Vehicle Serial Number, Delayed

WRM—War Reserve Materiel

WUC—Work Unit Code

UPC—Utilization Purpose Code

Terms

Aircraft Availability Standard (AAS)—An enterprise level-metric which provides a repeatable, logical, defendable method to calculate an Air Force enterprise AAS for each MDS. It merges aircraft availability with operational requirements to provide Air Force leaders the fleet visibility necessary to make enterprise wide decisions.

Active Equipment—Equipment installed and commissioned to perform an operational mission or requirement. (Does not include cold spares or off-line equipment).

Aerospace Vehicle—Includes all aircraft and selected missiles, drones, and satellites.

Aircraft Inventory Categories—Inventory is divided into two distinct and separate areas: assignment and possession. Assignment and possession are further identified by purpose codes.

Amber Condition—(Partial Mission Capable (PMC)). System or equipment functioning in such a way that it can perform at least one, but not all, of its assigned missions or functions. (Impaired but usable) Equipment will be at least Amber when parts are ordered partially mission capable supply.

Assignment—Assignment is the allocation of an aerospace vehicle by HQ USAF to MAJCOMs for the purpose of carrying out assigned wartime, training, and/or test missions. Specific purpose identifier codes are used for assignment.

Capability Impact Code—Code used to indicate a degraded communications equipment or mission condition (A-Amber) or non-operational condition (R-Red).

Communications Functional Component Groups—Communications components that are not aligned under end items or systems and that perform a standalone function.

Condition Status—A term describing an aerospace vehicle's ability to perform its assigned missions.

Delay Code—Alpha code used to indicate why a piece of communications equipment has not been returned to an operational status.

Downtime Code—Alpha code used to indicate why a piece of communications equipment is not operational.

Equipment Status Report (ESR) Number—A number reporting an individual downtime event in the Communications Status and Inventory Reporting System. Same as the job control number.

Gain—The assumption of possession and responsibility for an item by a unit.

Green Condition—(Full Mission Capable (FMC)). Equipment/system functioning as required in TO specifications and capable of supporting its assigned mission requirements.

Host Command—The command providing host base support to the activity maintaining a piece of equipment.

Inactive Equipment—Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed, mockups, training equipment, and equipment not being utilized to perform a mission.

Inventory Category Codes—These codes are used in the allocation process and are divided into two categories; assignment and possession.

Loss—The release of possession and responsibility for an item by a unit.

Mission Capable (MC)—A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system will be capable of performing any one assigned peacetime mission.

Mission Number—Is a twelve character code identifying the type of mission being flown. It consists of single and multiple characters identifying who is supported, what type mission is being flown (training, channel, contingency, etc.) and various other elements of the mission assigned by the command, unit and FM and the last three characters are the Julian date the mission was scheduled.

Neutral Flight Crew—A crew not from the gaining or losing commands.

Possession—Possession is the actual acceptance, operational use (utilization), or designation of responsibility for an aerospace vehicle. Data collection is described in the appropriate user's manual.

Red Condition—(Non Mission Capable - (NMC)). The system or equipment does not meet the TO specifications; therefore it is unable to perform any of its assigned missions or functions. Unusable (neither in-use nor available for use). The equipment will be Red when parts are ordered Non Mission Capable Supply.

Requiring Command—The command with most of the requirements for use of the equipment under consideration.

Termination—The deletion of an aerospace vehicle from the Air Force Inventory because any of these apply: It is transferred to a non-Air Force activity, it is damaged beyond economical repair, or it is destroyed.

Trainer—Equipment designed and procured specifically for formal training programs. For this regulation, trainers are reportable.

Attachment 2

MAINTENANCE STATUS CODES AND CONDITION STATUS CODES

A2.1. FMC - Full Mission Capable. The aerospace vehicle/ICBM is capable of doing all of its assigned missions. The formula for FMC rate is FMC hours/Possessed hours. ***NOTE:*** These codes are reported through the MIS to REMIS and are available to all REMIS users.

A2.2. MC - Mission Capable. Is a computer status that includes FMC and PMC time. The formula for MC hours = FMC hours + PMCM hours + PMCB hours + PMCS hours. The MC rate is determined by FMC hours + PMCM hours + PMCB hours + PMCS hours/Possessed hours.

A2.3. PMC - Partial Mission Capable. Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions. Or a material condition of an ICBM indicating mission performance is degraded (PMCB, PMCM, PMCS, TPMCM and TPMCS descriptive reasoning applies).

A2.3.1. PMCB - Partial Mission Capable Both Maintenance and Supply (Condition Status Code F). The aerospace vehicle can do at least one, but not all, of its assigned missions because of maintenance and supply. The formula for PMCB rate is PMCB hours/Possessed hours.

A2.3.2. PMCM - Partial Mission Capable Maintenance (Condition Status Code G). Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions because of maintenance requirements existing on the inoperable subsystem(s). The formula for PMCM rate is PMCM hours/Possessed hours.

A2.3.3. PMCS - Partial Mission Capable Supply (Condition Status Code H). Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions because maintenance required to clear the discrepancy cannot continue due to a supply shortage. The formula for PMCS rate is PMCS hours/Possessed hours.

A2.4. NMC - Non Mission Capable. The aerospace vehicle/ICBM cannot do any of its assigned missions.

A2.4.1. NMCA - Non Mission Capable Airworthy. The aerospace vehicle cannot do any of its assigned missions. The aerospace vehicle can fly (not restricted from use).

A2.4.2. NMCB - Non Mission Capable Both Maintenance and Supply. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance and supply. The aerospace vehicle cannot fly (restricted from use). The formula for NMCB rate is NMCBA hours + NMCBS hours + NMCBU hours/Possessed hours.

A2.4.2.1. NMCBA - Non Mission Capable Both Maintenance and Supply Airworthy. The aerospace vehicle cannot do any of its assigned missions because of maintenance and supply. The aerospace vehicle can fly (not restricted from use).

A2.4.2.2. NMCBS - Non Mission Capable Both Maintenance and Supply Scheduled (Condition Status Code B). The aerospace vehicle/ICBM cannot do any of its assigned

missions because of supply and scheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.2.3. NMCBU - Non Mission Capable Both Maintenance and Supply Unscheduled (Condition Status Code A). The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply and unscheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.2.4. NMCBSA - Non Mission Capable Both Maintenance and Supply Scheduled Airworthy (Condition Status Code L). The aerospace vehicle cannot do any of its assigned missions because of supply and scheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.2.5. NMCBUA - Non Mission Capable Both Maintenance and Supply Unscheduled Airworthy (Condition Status Code K). The aerospace vehicle cannot do any of its assigned missions because of supply and unscheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3. NMCM - Non Mission Capable Maintenance. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance. The aerospace vehicle cannot fly (restricted from use). The formula for NMCM rate is NMCMA hours + NMCMS hours + NMCMU hours/possessed hours.

A2.4.3.1. NMCMA - Non Mission Capable Maintenance Airworthy. The aerospace vehicle cannot do any of its assigned missions because of maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3.2. NMCMS - Non Mission Capable Maintenance Scheduled (Condition Status Code D). The aerospace vehicle/ICBM cannot do any of its assigned missions because of scheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.3.3. NMCMU - Non Mission Capable Maintenance Unscheduled (Condition Status Code C). The aerospace vehicle/ICBM cannot do any of its assigned missions because of unscheduled maintenance. The aerospace vehicle cannot fly (restricted from use).

A2.4.3.4. NMCMSA - Non Mission Capable Maintenance Scheduled Airworthy (Condition Status Code N). The aerospace vehicle cannot do any of its assigned missions because of scheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3.5. NMCMUA - Non Mission Capable Maintenance Unscheduled Airworthy (Condition Status Code M). The aerospace vehicle cannot do any of its assigned missions because of unscheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.4. NMCS - Non Mission Capable Supply (Condition Status Code E). The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply. The aerospace vehicle cannot fly (restricted from use). The formula for NMCS rate is NMCS hours + NMCSA hours/possessed hours.

A2.4.4.1. NMCSA - Non Mission Capable Supply Airworthy (Condition Status Code P). The aerospace vehicle cannot do any of its assigned missions because of supply. The aerospace vehicle can fly (not restricted from use).

A2.5. TNMC - Total Non Mission Capable. All NMCB + all NMCM + all NMCS added together equals TNMC. The aerospace vehicle/ICBM cannot do any of its assigned missions. Same as NMC.

A2.5.1. TNMCA - Total Non Mission Capable Airworthy. NMCBA, NMCMA, NMCMSA, NMCBUA, NMCBSA, NMCMUA, and NMCSA added together equals TNMCA. Same as NMCA.

A2.5.2. TNMCS - Total Non Mission Capable Supply. NMCS, NMCBU, NMCBS, NMCSA, NMCBUA, and NMCBSA added together equals TNMCS. The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply. The formula for TNMCS rate is NMCB hours + NMCS hours/Possessed hours.

A2.5.3. TNMCM - Total Non Mission Capable Maintenance. NMCMU, NMCMS, NMCBU, NMCBS, NMCMUA, NMCMSA, NMCBUA, and NMCBSA added together equals TNMCM. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance. The formula for TNMCM rate is NMCB hours + NMCM hours/Possessed hours.

A2.5.4. TPMCS - Total Partial Mission Capable Supply. PMCS and PMCB added together equals TPMCS. The aerospace vehicle can do at least one, but not all, of its assigned missions because of supply.

A2.5.5. TPMCM - Total Partial Mission Capable Maintenance. PMCM and PMCB added together equals TPMCM. The aerospace vehicle can do at least one, but not all, of its assigned missions because of maintenance.

A2.5.6. Total Flyable (TF). FMC, PMC and NMCA added together equals TF. The aerospace vehicle can fly.

Attachment 3

STANDARD MESL MISSION CODES

Figure A3.1. Standard Mesl Mission Codes.

AAC - Air to Air Conventional
ACP - Airborne Command and Control (Command Post)
ACT - Airborne Command and Control (Tactical)
ACW - Airborne Command and Control (Early Warning)
ADC - Air Defense, Conventional
ADD - Air Defense, Dual
ADN - Air Defense, Nuclear
ALA - Airlift, Airland
ALE - Airlift, Evacuation
ALT - Airlift, Tactical
AMN - Administrative Support
AR - Air Refueling
ASC - Air to Surface, Conventional
ASD - Air to Surface, Dual
ASN - Air to Surface, Nuclear
ASY - Air Superiority
BFT - Basic Flying Training
CAS - Close Air Support
DSP - Defense Suppression
DTE - Developmental Test and Evaluation
DTS - Developmental Test Support
EC - Electronic Countermeasures
FAC - Forward Air Control
FC - Facility Checking
MSP - Missile Site Support
NT - Navigation Training
RS - Reconnaissance, Strategic
RT - Reconnaissance, Tactical
SAR - Search and Rescue
SAY - Surface to Air Recovery
SO - Special Operations
SOA - Special Operations, Airland
SOD - Special Operations, Airdrop
TR - Transition
TT - Tactical Training
WAS - Weather, Air Sampling
WR - Weather, Reconnaissance

Attachment 4

REFERENCES FOR CODES USED IN AEROSPACE VEHICLE REPORTING/ICBM REPORTING

Serial Number. AFMAN 23-110 USAF Supply Manual, Volume 2.

Mission, Design, and Series (MDS).

Aircraft Configuration Identifier.

Organization.

Command.

Station Location Code.

Possessed Purpose Code.

Local time of Change.

Type Action.

Gain - .

Loss - .

Termination - .

Date:

Year:

Consecutive Julian date (self-explanatory).

Command of Assignment.

Assignment Purpose Code.

Program Element Code.

Attachment 5

DOWNTIME CODES FOR COMMUNICATIONS EQUIPMENT

A5.1. Maintenance Scheduled. ***NOTE:*** The codes listed here give the reasons for communications equipment downtime, for use in reporting status and inventory. See **Chapter 6** of this instruction. These codes will gradually be converted to status codes shown in parentheses after the downtime code.

A5.1.1. A - Retrofit or Modification. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when removing an active equipment item from its assigned mission for the field or depot to perform a modification such as a TCTO, TCI, Class I modification, or antenna change out. State the TCTO number, modification performed, antenna replaced, and performing activity in a comment.

A5.1.2. B - Depot Maintenance Scheduled. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled Air Logistics Center (ALC) overhaul, radome painting, and other such operations. Includes scheduled maintenance done by engineering installation (EI) units, centralized repair activities (CRA), mobile depot maintenance (MDM) teams, and contractors. State the type of maintenance and performing activity in a comment.

A5.1.3. C - Test (Orientation or Other). (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for all scheduled tests or evaluations except preventive maintenance inspections (PMIs). Use downtime code "F" for deficiencies discovered as a result of the test. Indicate the type of test or evaluation in a comment.

A5.1.4. D - Reserved for (Scheduled Maintenance). (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)).

A5.1.5. E - Preventive Maintenance. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when the communications equipment or channel is Red or Amber in its assigned mission because of scheduled PMIs required by Air Force, MAJCOM, or FOA directives. Comments are not required for deferred or incomplete PMIs, See downtime code "V". For discrepancies discovered during a PMI use downtime code "M". Comments are not required.

A5.1.6. I - Scheduled Maintenance. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled maintenance not covered by other downtime codes includes pre and post deployment inspections. Add a comment to state the type of scheduled maintenance.

A5.2. Maintenance Unscheduled.

A5.2.1. F - Failed Flight Check or Operational Systems Check. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use to record the time active equipment is not capable of performing its assigned mission due to inability to pass flight inspection or periodic operational system checks. Also for all ESRs opened as a result of deficiencies discovered during test,

orientation, or other procedure (downtime code "C"). Enter the work unit code of the failed component.

A5.2.2. M - Equipment Malfunction. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for equipment or component failure. Applies to components and equipment listed in the work unit code manual for reportable equipment. Enter the work unit code of the failed component. Add a brief description of the problem in a comment.

A5.2.3. R - Emergency Maintenance. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use when equipment does not meet TO standards and outside assistance is requested. Use a delay code until maintenance is actually being performed. Enter the WUC of the affected component or subsystem. State the type of assistance required in a comment i.e. SMT.

A5.2.4. U - Unknown. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for initial reporting of suspected equipment failure or malfunction. Change to a more specific code when the nature of the outage is determined. Use this code also for equipment failure or malfunctions that cannot be duplicated or cleared while checking. Add comments to describe the reported symptoms or events. WUC is not required for this code.

A5.2.5. S - Software/Program Errors. Use when the equipment is down due to error in the operational program (software or firmware). Use this code only after it has been confirmed that deficiencies in the operational program are causing the problem.

A5.3. Maintenance Other.

A5.3.1. G - Vehicle Out of Commission. Use when a vehicle that is an integral part of a communications system is out of commission.

A5.3.2. H - Host Base Action. Use for reasons such as runway construction, building repair, and snow removal. State the specific action in a comment.

A5.3.3. J - Damage or Deterioration. Use for uncontrollable equipment damage caused by events other than weather or jamming (downtime codes "W" or "X"), such as natural disasters, vandalism, or riot. State the type and cause of the damage in a comment.

A5.3.4. K - Relocating/Resiting. Use for relocating or resiting of equipment for any reason except deployment and for runway changes of longer than 15 minutes. Describe the circumstances in a comment.

A5.3.5. L - Associated Equipment Malfunction. Use when associated or ancillary equipment that is not work unit coded under the reportable equipment causes downtime. Does not apply to generators, air conditioners, or cables (See downtime codes "N", "P", and "Q"). Identify the equipment causing the outage in the comments.

A5.3.6. N - Power Failure. Use when downtime occurs due to loss of commercial, local, or backup power. Includes downtime due to unstable power and any recovery time.

A5.3.7. O - Scheduled Software Maintenance. Use for scheduled downtime for software change, update patches, maintenance, or testing.

A5.3.8. P - Environmental Control. Use for failure of temperature, humidity, and dust control equipment (air conditioning) that is not part of the end item.

A5.3.9. Q - Cable Out. Use for downtime due to defective or cut cable. For a cable cut, use comments to describe the incident.

A5.3.10. T - Training. Use for downtime due to on the job training as approved by the Systems Flight Commander or equivalent representative.

A5.3.11. V - Military Priority. Use when equipment will be shut down due to safety hazard, interference with other equipment, or direction from Higher Headquarters (MAJCOM, Air Staff, etc.). Does not apply to jamming (See downtime code "X"). Also, use for Red or Amber conditions that result from a deferred or incomplete PMI. Add comments to cite the authority for the outage.

A5.3.12. W - Atmospheric Disturbance or Weather. Use for downtime caused by severe weather or atmospheric conditions, such as anomalous propagation, high winds, heavy snow, or icing. Indicate the specific type of disturbance or weather condition in a comment.

A5.3.13. X - Jamming - Intentional/Unintentional. Use for downtime due to interfering electrical signals. Report only unclassified information in the comments.

A5.3.14. Y - Personnel Error. Use for downtime caused by operator error, such as incorrect switch or button activation or failure to follow established operations or maintenance procedures. Explain the error in a comment.

A5.3.15. Z - Frequency Change. Use for downtime due to a frequency change of more than 15 minutes.

Attachment 6

DELAY CODES FOR COMMUNICATIONS EQUIPMENT

A6.1. Maintenance Unscheduled. ***NOTE:*** The codes listed here give the reasons for communications equipment delay time, for use in reporting status and inventory. See **Chapter 6** of this instruction.

A6.1.1. A - Single Shift Maintenance. Use when equipment or channel has malfunctioned and personnel are not available to correct the problem. Stops when on-call technicians arrive or the next duty day begins. Does not apply when the maintenance function is staffed for 24-hour operations.

A6.1.2. C - Awaiting Technical Assistance from MAJCOM, FOA, Depot, and Contractor support. Used when technical assistance has been requested from an activity. Stops when the assistance arrives at the site. Indicate the type of assistance in a comment.

A6.1.3. E - Shift Change. Use when work stops due to shift changes that exceed 30 minutes.

A6.1.4. S - Skill Not Available. Use when qualified maintenance personnel are not available to perform the required maintenance. Do not use this code when delay code "A" or "C" applies. Indicate in a comment why the required personnel are not available.

A6.2. Other Delay.

A6.2.1. B - Awaiting Flight Check. Use when an official flight check has been requested. Stops when an official certification flight check starts (See delay code "F"). Indicate the date and time of the scheduled flight check in a comment.

A6.2.2. D - Lack of Funds. Use when there is a lack of organizational funds to order parts.

A6.2.3. F - Flight Check. Use to record the time required to perform an official certification flight check.

A6.2.4. G - Awaiting System Check. Use when awaiting quality control check, pre or post-deployment inspection, or initial checkout (other than a flight check). Use to report a delay for a systems check by other than maintenance. Indicate the type of system check required in a comment.

A6.2.5. H - Parts Awaiting Transportation. Use when parts are awaiting transportation from maintenance control or are enroute to a remote maintenance detachment or location.

A6.2.6. I - Parts Research. Use when work stops due to research exceeding 30 minutes. (Valid for use until discontinued in IMDS).

A6.2.7. K - Off-Site Maintenance. Use when a part goes to off-base maintenance activities for repair or fabrication. Also use this code when an activity other than the owning or using activity repairs or fabricates equipment on-base. Identify the type of repair and activity in a comment.

A6.2.8. O - Host Base Support. Use when support from an on-base activity has been requested, such as civil engineers. Includes off base support activities when on base activities cannot support requirements. Stops when the assistance arrives at the site. Indicate the type of support in a comment.

A6.2.9. T - Travel Time. Use when maintenance delay is caused by travel of longer than 15 minutes between the maintenance organization and remote facility where the malfunction occurred.

A6.2.10. U - Tools, Test Equipment, and Technical Data Not Available. Use when maintenance does not have the tools, test equipment, or technical data needed to perform maintenance. State the tool, test equipment, or publications needed in a comment.

A6.2.11. V - Military Priority. Use when restoration of equipment to operational status is prevented by a directive of higher military priority. Enter the directing authority in the "remarks" section.

A6.2.12. W - Delay For Weather. Use when equipment cannot be restored due to weather conditions. Specify the weather conditions in a comment.

A6.2.13. X - Awaiting Transportation. Use when maintenance is delayed due to lack of transportation to the maintenance job location for tools, test equipment, technical data, and personnel.

A6.2.14. Z - Other. Use when delays are encountered that are not covered by any other delay code. State the cause of the delay in a comment.

A6.3. Supply (Logistics) Delay.

A6.3.1. J - Supply Processing. Use for on-base supply processing time. Starts when the work center or CFP establishes the requisition in the standard base supply system (SBSS) and stops when supply issues the parts or LRS notifies the unit representative that the base does not have the parts. Also use this code when components are in the Reparable Processing Center and are needed to clear an equipment malfunction.

A6.3.2. L - Reserved for Backorder Supply.

A6.3.3. M - Supply, MICAP Backorders. Use when base supply notifies maintenance of the need to go to the depot or lateral support for parts identified as MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, whether it was ordered NMC or PMC, and whether it went to depot or lateral.

A6.3.4. N - Supply, Other Backorders. Use when supply notifies maintenance of the need to go to the depot or lateral support for parts on non-MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, and whether it went to depot or lateral.

A6.3.5. P - Supply, Local Purchase. Use when parts are obtained through local off-base channels. Starts when the condition is declared and stops when the parts arrive at the site. Indicate the part required and source in a comment.

A6.3.6. Q - Supply, Non-DoD. Use when a non-DoD activity, such as FAA, or a foreign government or military establishment, supplies parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.

A6.3.7. R - Supply, Contractor Support. Use when a contractor supplies the parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.

A6.3.8. Y - Supply, Delivery Time. Use when there is significant delay in delivery of parts from LRS to maintenance.

Attachment 7

HOW TO USE AF FORM 2691, AIRCRAFT/MISSILE EQUIPMENT PROPERTY RECORD

A7.1. Column A. Enter the Julian date when the transaction is posted.

A7.2. Column B. Enter the supply account number followed by the request number from the custodian request log.

A7.3. Column C. Enter the quantity authorized, calculated by multiplying the quantity authorized by the number of aerospace vehicle or missiles.

A7.4. Column D. Enter the quantity due-in. Make due-in postings from the suspense copy of DD Form 1348-1A. Put a check mark in column D opposite the quantity originally due-in to indicate receipt or partial receipt of the items. ***NOTE:*** When due-ins are cancelled, enter the quantity cancelled in column D preceded by the abbreviation "Canx", and adjust the balance in column E.

A7.5. Column E. Enter the total quantity due-in. This entry represents the total quantity of due-ins recorded in Column D. Bring it up to date as changes occur.

A7.6. Column F. Enter the quantity received from any source.

A7.7. Column G. Enter the quantity turned-in or transferred.

A7.8. Column H. Enter the quantity on hand. Enter a zero if there is none on hand. Make changes to this column when equipment is received, turned-in, transferred, or accountability is terminated with relief adjustment documents. Support changes to this column with a source document or relief documents prepared to end accountability for equipment signed out on AF Form 1297.

A7.9. Column I. Enter data required to show the location. In the next column, enter the quantity at that location. When equipment is signed for on AF Form 1297, enter the quantity in this column.

A7.10. Block 1. Enter the part number.

A7.11. Block 2. Optional. Enter the Expendability, Reparability, Recoverability and Category (ERRC) code or leave blank.

A7.12. Block 3. When two or more possessed weapons systems are authorized common equipment items in the -21 TO, enter the MDS that applies in this block.

A7.13. Block 4. These numbers correspond with -21 line numbers.

A7.14. Block 5. Enter the stock number of the item.

A7.15. Block 6. Enter a descriptive nomenclature to identify the item. If the item is classified, enter the word "Classified" after the nomenclature.

A7.16. Block 7. Enter the unit of issue (i.e. "pair", "set", or "each").

A7.17. Block 8. Optional. Enter the unit price or leave blank.

A7.18. Block 9. Enter the weapon system that applies. For equipment common to two or more weapon systems, refer to instructions for block 3. Enter the MDS for the largest number of weapon systems possessed in this block. (i.e. if 18 F-16As and 36 F-16Cs are possessed, enter F-16C in this block and F-16A in block 3).

Attachment 8

HOW TO USE AF FORM 2692, AIRCRAFT/MISSILE EQUIPMENT TRANSFER/SHIPPING LISTING

Section A8A–Parts of the Form

A8.1. Box 1. Enter the organization title and the address of the activity initiating the transfer.

A8.2. Box 2. Leave blank.

A8.3. Box 3. Enter the MDS.

A8.4. Box 4. Leave blank.

A8.5. Box 5. Enter the organization title of the receiving activity. Also enter this ***NOTE:*** Aircraft /Missile Equipment for (MDS and serial numbers).

A8.6. Box 6. Enter the authority for transfer.

A8.7. Box 7. Enter request number from AF Form 126.

A8.7.1. Column A . Enter the item number (1, 2, 3, and so forth).

A8.7.2. Column B. Enter stock or part number and nomenclature.

A8.7.3. Column C. Enter quantity authorized in the -21 TO per aerospace vehicle or missile.

A8.7.4. Column D. Enter the quantity installed or aboard the aerospace vehicle.

A8.7.5. Column E. Enter quantity shipped separately through transportation.

A8.7.6. Column F. The organization receiving the equipment enters the quantity received.

A8.7.7. Column G. Enter the reason or authority for shortages, if required (See **paragraph 9.14**).

A8.8. Box 8. Signature of official tasked to perform the final verification before the aerospace vehicle departs.

A8.9. Box 9. Enter the date of verification.

A8.10. Box 10. Signature of the official tasked to perform the acceptance inventory.

A8.11. Box 11. Enter the date of the acceptance inventory.

A8.12. Box 12. The receiving organization enters the request number from AF Form 126. ***NOTE:*** After the last entry, the accountable officer preparing the form completes the certification at the bottom of the form.

Section A8B–Steps in Preparing and Processing AF Form 2692

A8.13. Accountable -21 Support Function:

A8.13.1. Prepare five copies of AF Form 2692.

A8.13.2. Keep copy 5 in suspense file and destroy it when PS&D returns copy one.

A8.13.3. Send copy 1 through 4 to appropriate PS&D.

A8.14. -21 Support Function Project Personnel:

A8.14.1. Verify all equipment authorized in the -21 TO, or all equipment specified in the transfer directive, is listed on AF Form 2692.

A8.14.2. Task the maintenance officers of accountable functions to make an inventory at least 1 day before the scheduled departure of the aerospace vehicle. The maintenance officer will:

A8.14.3. Verify all equipment on AF Form 2692 is installed or aboard.

A8.14.4. After verifying the equipment being transferred is installed or aboard, signs all four copies.

A8.14.5. Return copy 1 to the accountable function.

A8.14.6. Mail copy 2 to the PS&D of the gaining organization.

A8.14.7. Place copy 3 in the aerospace vehicle records binder for the aerospace vehicle being transferred.

A8.14.8. Hold copy 4 for 30 days in case the gaining organization needs to resolve discrepancies found during the acceptance inventory.

A8.15. Gaining Organization:

A8.15.1. Use copy 2 or 3 of AF Form 2692 to conduct the acceptance inventory.

A8.15.2. If there are shortages, review AFTO 781 series forms to determine if the missing equipment was removed en route.

A8.15.3. If the equipment was removed at an en route base (the transferring organization did not ship the item), requests assistance from MAJCOM to resolve the shortage.

A8.15.4. Adjust AF Form 2691 to show the equipment gained in the transfer.

Attachment 9

HOW TO USE DD FORM 1149, *REQUISITION AND INVOICE/SHIPPING DOCUMENT*

Section A9A–Parts of the Form

A9.1. Box 1. Enter organization i.e. MAJCOM and base, Defense Plant Representative Office (DPRO), etc. possessing the aerospace vehicle.

A9.2. Box 2. Enter HQ AFMC AF-AVDO, Wright Patterson AFB, OH 45433.

A9.3. Box 3. Enter the name and address of the recipient indicated in the assignment directive.

A9.4. Box 4. Enter Foreign Military Sales (FMS) case designator, grant aid Reports Control Number (RCN), etc. if known.

A9.5. Box 5, 6, 7 and 8. Leave blank.

A9.6. Box 9. Enter HQ USAF project number i.e. FMS 9F-35 or MAP9T-47 and the assignment directive number i.e. 79-635.

A9.7. Box 10. If shipment is by airlift or surface, make sure the person shipping the aerospace vehicle signs. Otherwise leave blank.

A9.8. Box 11a. Leave blank.

A9.9. Box 11b. Leave blank.

A9.10. Box 12. For shipment by airlift or surface, enter the date of shipment. Otherwise leave blank.

A9.11. Box 13. Indicate airlift or surface. Otherwise leave blank.

A9.12. Box 14. For shipment by airlift or surface, enter the initial bill of lading or manifest number.

A9.13. Box (a). Leave blank.

A9.14. Box (b). Enter MDS and serial number. If being ferried, enter the signature block of the ferry pilot and date of signature.

A9.15. Box (c) - (i). Leave blank.

A9.16. Box 15 - 17. Leave blank.

A9.17. Box 18. Self-Explanatory. Use is optional.

A9.18. Box 19. Leave blank.

Section A9B – Preparing and Processing DD Form 1149

A9.19. Accountable Officer:

A9.19.1. Makes enough copies of DD Form 1149 to complete all steps.

A9.19.2. Sends all copies to the transportation office with the items being shipped.

A9.20. Transportation Officer:

A9.20.1. Assigns transportation control numbers (TCN) and signs all copies of DD Form 1149.

A9.20.2. Sends appropriate copies to the gaining traffic management office with the equipment being shipped.

A9.20.3. Returns three copies to the accountable officer.

A9.21. Accountable Officer:

A9.21.1. Sends two copies to the appropriate PS&D.

A9.21.2. Keeps one copy in suspense.

A9.22. Plans & Scheduling and Documentation (PS&D):

A9.22.1. Sends one copy to the PS&D of the gaining unit.

A9.22.2. Holds one copy for 60 Days in case the gaining unit needs help finding the equipment within transportation channels.

Attachment 10

SAMPLE AEROSPACE VEHICLE/ICBM GAIN MESSAGE

Figure A10.1. Sample Aerospace Vehicle/ICBM Gain Message.

TO: Losing Organization
INFO: Losing command HQ and intermediate command HQ. Gaining command HQ and intermediate command HQ. Appropriate Air Logistics Center (ALC), System Program Manager (SPM) and HQ AFMC/AF-AVDO.
SUBJECT: AFI 21-103 Aerospace Equipment Possession Change Report, GAIN.
Required Information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of gain (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time of change shown in the loss and gain messages will agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Gaining organization.
7. Gaining organization station location code.
8. Gaining organization possession purpose identifier.
9. Type action code (GB for a gain).
10. Losing organization station location code and command.
11. Command gaining aerospace vehicle/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e. phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement (i.e. assignment change, PDM, ACI, etc.).
14. Name and DSN telephone number of AVDO initiating message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 11

SAMPLE AEROSPACE VEHICLE/ICBM LOSS MESSAGE

Figure A11.1. Sample Aerospace Vehicle/ICBM Loss Message.

TO: Gaining organization.
INFO:
Gaining command HQ and intermediate command HQ.
Losing command HQ and intermediate command HQ.
Appropriate ALC System Program Manager (SPM).
HQ AFMC//AF-AVDO//
SUBJECT: AFI 21-103, Aerospace Equipment Possession Change Report, LOSS.
Required Information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of loss (last two digits of year plus Julian date) and local time of change (followed by date and Zulu time). Dates and Zulu times of change shown in the loss and gain messages will agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Losing organization.
7. Losing organization station location code.
8. Losing organization possession purpose identifier.
9. Type action code (LB for a loss).
10. Gaining organization station location code and command.
11. Command losing aerospace vehicle/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e. phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement (assignment change, PDM, ACI, and so on).
14. Name and DSN telephone number of AVDO who is initiating the message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 12

SAMPLE AEROSPACE VEHICLE/ICBM TERMINATION MESSAGE UNCLASSIFIED

Figure A12.1. Sample Aerospace Vehicle/ICBM Termination Message Unclassified.

ACC/ENGINE SERIAL NUMBERS/NAME AND RANK OF OG/CC
SAMPLE TERMINATION MESSAGE (See paragraph 2.18.)
INSTRUCTIONS
Addressees:
TO: HQ AFMC WRIGHT-PATTERSON AFB OH/AF-AVDO
INFO:
Possessing and assigned command HQ and, if applicable, intermediate command HQ.
AF/A8PB.
Appropriate ALC System Program Manager (SPM).
Comprehensive Engine Management System (CEMS) Office, OC-ALC/MMDC
HQ AFMC/AF-AVDO//
SUBJECT: AFI 21-103, Aerospace Equipment Termination Report
Required information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of termination (last two digits of year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Possessing organization station location code.
8. Possession purpose identifier.
9. Type termination code for ADN message.
10. Possessing command.
11. Serial number(s) of primary propulsion engine(s) installed on terminated aerospace vehicle (N/A for ICBM).
12. Name and rank of Operations Group Commander or designated representative.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961422400(961430300Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/T5/
(10) (11) (12)
ACC/ENGINE SERIAL NUMBERS/NAME AND RANK OF OG/CC

Attachment 13

SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE UNCLASSIFIED (SEE PARAGRAPH 2.19)

Figure A13.1. Sample Possession Purpose Identifier Code Change Message UnClassified.

TO: MAJCOM AVDO/Office symbol
INFO: Intermediate command HQ/Office symbol; Appropriate ALC System Program Manager (SPM);
HQ AFMC/AF-AVDO
SUBJECT: AFI 21-103, Aerospace Equipment Possession Purpose Identifier Code Change Report
Required Information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of possession purpose identifier change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier from which the aerospace vehicle/ICBM is changing.
9. Type action code (LF).
10. Possession purpose identifier to which aerospace vehicle/ICBM is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/
(10) (11) (12) (13)
BQ/ACC/REMARKS/NAME OF AVDO, DSN

Attachment 14

SAMPLE MDS/CONFIGURATION IDENTIFIER CHANGE MESSAGE UNCLASSIFIED (SEE PARAGRAPH 2.20)

Figure A14.1. Sample MDS/Configuration Identifier Change Message Unclassified.

TO: MAJCOM AVDO//OFFICE SYMBOL
INFO: Intermediate command HQ; HQ AFMC/AF-AVDO; Appropriate ALC System Program Manager (SPM)
SUBJECT: AFI 21-103, Aerospace Equipment MDS/Configuration Identifier Change Report
Required Information:
1. Serial number of the aerospace vehicle.
2. Date of change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time) which will equal 2400Z.
3. Old MDS/configuration identifier.
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier.
9. Type action code (LC).
10. New MDS/configuration identifier.
11. Possessing command.
12. Name and DSN telephone number of AVDO who is initiating the message.

Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421300(961422400Z)/F015E/ACC/CC/0004FTRWG/VKAG/CC/LC/
(10) (11) (12)
F015EP S/ACC/NAME OF AVDO, DSN

Attachment 15

EQUIPMENT STATUS REPORTING FOR AIRFIELD METEOROLOGICAL SYSTEMS

A15.1. All fielded fixed and tactical automated meteorological observing systems (i.e. FMQ-19, TMQ-53, FMQ-xx).

A15.1.1. If the data acquisition unit (data logger) is inoperative, report system NMC (Red).

A15.1.2. If any single sensor is inoperable, report the system as PMC (Amber).

A15.1.3. If any sensor necessary to report ceilings, visibility, winds, altimeter setting and/or discontinuity group sensor is inoperable, report the system as NMC (Red).

A15.1.4. If all system meteorological sensors are inoperative such that the system is not providing any usable data, report system NMC (Red).

A15.1.5. Report FMC (Green) when system is operating normally.

A15.2. Tactical conventional and Doppler weather radars (i.e. Tactical Weather Radar (TWR), Ellason Weather Radar (EWR), or Portable Doppler Radar (PDR)).

A15.2.1. Radar system is inoperative and unable to detect and display meteorological targets locally, report system NMC (Red).

A15.2.2. Radar system is able to detect and display current meteorological targets locally but cannot transmit imagery or data to other users (i.e. Operational Weather Squadron (OWS)), report system PMC (Amber).

A15.2.3. Report FMC (Green) when system is operating normally.

Attachment 16

LOADING SERIAL NUMBERS FOR WEATHER SERVICE SYSTEMS

A16.1. ML-658/GM Digital Altimeter-Barometer - Use the serial number located on the unit.

A16.2. AN/FMQ-8 Ambient Temperature and Dew Point Measuring Set - The AN/FMQ-8 does not have a "system" serial number. Use the Base Weather Station Indicator serial number as the top level (AA000) system serial number.

A16.3. AN/FMQ-13V2 Wind Measuring Set - The AN/FMQ-13 does not have a "system" serial number. Use the Base Weather Station RO-558 Recorder serial number as the top level (AA000) system serial number.

A16.4. AN/GMQ-32 Transmissometer Set - The AN/GMQ-32 does not have a "system" serial number. Use the Base Weather Station Indicator serial number as the top level (AA000) system serial number.

A16.5. AN/GMQ-34 Cloud Height Set - The AN/GMQ-34 does not have a "system" serial number. Use the Base Weather Station IP-1456 Indicator serial number as the top level (A0000) system serial number.

A16.6. AN/FMQ-12 Digital Ionospheric Sounding System - Use the serial number located on the equipment (transmitter) rack.

A16.7. ML-17 Rain Gauge - Use the serial number located on the unit.

A16.8. ML-102 Barometer - Use the serial number located on the unit.

A16.9. Open Principal User Processor (OPUP) (Small, Medium and Large) - Use the serial number provided in the System Allocation Document (SAD).

Attachment 17

AEROSPACE VEHICLE AND TRAINER PURPOSE IDENTIFIER CODES

A17.1. BJ - Crash/Battle Damage Awaiting AFMC Assistance or Decision. Aerospace vehicles and trainers for which AFMC assistance has been requested for repair of crash or battle damage and will be effective upon submission of request to AFMC and will apply until actual transfer of possession to AFMC. ***NOTE:*** MAJCOMs will determine which codes are applicable for use among their units.

A17.2. BK - Command Programmed Maintenance. Aerospace vehicles being processed through a major command directed funded and operated maintenance program (i.e. command central corrosion facility). Not to be used when aerospace vehicles are undergoing unscheduled maintenance, scheduled inspections or TCTOs. Will be approved by MAJCOM HQs prior to use.

A17.3. BL - Extended Transit Maintenance. Applies to aerospace vehicles when transient maintenance requires more than 7 days to repair the transient aerospace vehicle. The gain will be reported by the organization responsible for the maintenance.

A17.4. BN - Crash Damage Base. Aerospace vehicles and trainers on which AFMC assistance is not required for repair of crash damage.

A17.5. BO - Battle Damage. AFMC assistance not required. Applies to battle damaged aerospace vehicles on which AFMC assistance is not required for repair of the damage.

A17.6. BQ - Major Maintenance Awaiting AFMC Decision/Action. Aerospace vehicles and trainers for which AFMC has been requested to provide repair assistance beyond the possessing command's capability. Use will begin when the aerospace vehicle or trainer is no longer usable for its intended purpose and the request for assistance is submitted. The use will continue until the decision is provided, the repair action taken or possession transferred to AFMC. Crash damaged aerospace vehicles will not be reported as "BQ".

A17.7. BR - Major Maintenance Awaiting Parts. Aerospace vehicles and trainers which require major maintenance for which the necessary major components have not been programmed and are not available in AF stocks. Use of this code is restricted to large scale programs i.e. replacement of all T-38 wings and not to single, isolated incidents. Use of the code will be agreed upon by both the operating MAJCOM and the System Manager. Aerospace vehicles and trainers in "BR" status are not MICAP reportable.

A17.8. BT - Aerospace Vehicle Transfer. Applies to aerospace vehicle transfers for the period of time that the aerospace vehicle is not available to accomplish its assigned mission. To be used for reporting during the period of transfer beginning with preparation for transfer through recovery after arrival at the new location. Aerospace vehicles assigned this code will not be considered available for generation during operational readiness inspections (ORIs) and will not be chargeable to unit NMC/PMC rates. Use of this code is optional but will be approved by MAJCOM Headquarters prior to use.

A17.9. BU - Depot Level Maintenance. Depot level work performed at unit level when AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107 and ALC has authorized repair by possessing unit. Work is performed by the

owning unit to expedite the repair action when the unit possesses the technical expertise support equipment and is qualified to accomplish the repair. Use of this code will be agreed upon by both the operating MAJCOM and the system program manager. The use of this code will continue until the repair action is complete or the possession is changed to a flyable code.

A17.10. BW - Weather/Bird Strike Damage Awaiting AFMC Assistance Or Decision. Aerospace vehicle has been requested for repair of damage and will be effective upon submission of request to AFMC and will apply until actual transfer of possession to AFMC. Use of this code is optional but will be approved by MAJCOM Headquarters prior to use.

A17.11. BX - Weather/Bird Strike Damage Base. Aerospace vehicles and trainers on which AFMC assistance is not required for repair of aerospace vehicle damage. Use of this code is optional but will be approved by MAJCOM Headquarters prior to use.

A17.12. CA - Combat Support. Aerospace vehicles assigned or possessed for the primary mission of direct support of units engaged in conflict. Includes: tactical and aeromedical airlift weather reconnaissance or surveillance intelligence and security activities navigation air refueling air rescue airborne warning and control airborne command post photo mapping communications relay or special operations missions.

A17.13. CB - Combat Tactics Development and Equipment Evaluation. Aerospace vehicles assigned or possessed for developing improving or evaluating operational employment ability i.e. OT&E.

A17.14. CC - Combat. Aerospace vehicles assigned or possessed for the primary mission of delivering munitions or destructive materials against or engaged in direct contact with enemy forces. Includes: ICBM, strategic or tactical bomber, strategic or tactical reconnaissance, forward air control, tactical electronic warfare, tactical fighter or attack, tactical drone/RPA or fixed wing gunship and special operations missions.

A17.15. CD - Combat Unit Missiles—Semi-Ready. Includes: Missiles possessed by missile units in process of being assembled and checked out and missiles which are assigned in excess of the number of launchers available.

A17.16. CE - Initial Alert Preparation of Ground Launched Missiles. To be used to report missiles which are mated to launchers during the period between acceptance by the using command and initially being placed on alert. When alert status is assumed the missiles will be identified as "CC".

A17.17. CF - Combat Auxiliary Support. Aerospace vehicles assigned or possessed to accomplish essential functions that cannot be performed economically in the primary aerospace vehicles of combat and combat support units. Includes: Radar site evaluation and support target support range support missile site support and traffic control and landing system inspection missions.

A17.18. CR - Combat Unit Missiles--Crate. Missiles possessed by missile units that are crated or in unassembled storage.

A17.19. DJ - Depot Level Maintenance Possession--Depot Level Work. Applies to aerospace vehicles awaiting depot level work either at a depot a contract facility or the base organization location (To be performed by Depot Contract or Rapid Area Maintenance (RAM) RAM/field teams) or awaiting shipment to the appropriate repair facility. To be used when AFMC

assistance has been requested and AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107.

A17.20. DK - Contract Work. Aerospace vehicles and trainers on contract to a civilian repair facility (Domestic or Foreign) for the performance of Programmed Depot Maintenance (PDM) repair modification modernization instrumentation TO compliance reconditioning. Aerospace vehicles receiving maintenance as "DK" will be reported as possessed by AFMC.

A17.21. DL - Depot Delivery Flight. For use by AFMC flight test activities for aerospace vehicle delivery to or from depot facilities. Includes: Training flights prior to input into the work facility.

A17.22. DM - Depot Level Maintenance Possession--Depot Level Work RAM/Field Teams. Aerospace vehicles undergoing maintenance beyond organizational/intermediate level capability. Includes: Depot level work being performed at the base organization location by Depot Contract or RAM/field teams.

A17.23. DN - Depot Level Assignment--Depot Level Work Resulting in MDS Change. Aerospace vehicles in USAF depots (Domestic or Foreign) or contract facilities for the performance of maintenance modification modernization technical order compliance or reconditioning of a magnitude that results in a Mission Design Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

A17.24. DO - Depot Level Maintenance Possession--Depot Work. Aerospace vehicles and trainers at USAF depots (domestic or foreign) undergoing programmed depot maintenance (PDM), repair, modification, modernization, time compliance technical order, instrumentation and reconditioning.

A17.25. DR - Post Depot/Contractor Maintenance. Applies to aerospace vehicles after depot work ("DO" or "DN") contract work ("DK") or RAM/field team ("DM") maintenance have been completed and the vehicle is in preparation for Functional Check Flight (FCF) or delivery to the organization that will possess it. To be used from the time when the aerospace vehicle has been released for FCF, during FCF, and the maintenance required after the FCF.

A17.26. EB - Contractor Test/Test Support. Aerospace vehicles provided to contractors as government furnished property (GFP) in support of a prime Air Force contract. These aerospace vehicles will be utilized for complete system evaluation testing to improve the capabilities of the designated aerospace vehicle support of specific test programs or production support.

A17.27. ED - Prototype Test. Unaccepted prototype experimental or preproduction aerospace vehicles procured and utilized in support of a prime Air Force contract when conditions of acceptance are contingent upon contractor achievement of a specified milestone. Aerospace vehicles in this category are assigned for overall inventory accounting purposes only. Assignment action does not affect contractors or program management. Reporting requirements applicable to accepted aerospace vehicles do not apply.

A17.28. EH - Test Support. Aerospace vehicles assigned or possessed for participation in test programs. Includes: PACE CHASE Test Bed Range and Test Pilot Training Support.

A17.29. EI - Test. Aerospace vehicles assigned or possessed for complete system evaluation or for testing to improve the capabilities of the aerospace vehicle designated.

A17.30. EJ - Ground Test. Aerospace vehicles assigned or possessed for non-flying ground testing and evaluation of the aerospace vehicle or systems.

A17.31. IF - Industrial Fund. Aerospace vehicles assigned to or possessed by AMC for the accomplishment of single manager operations for airlift service. Includes: Aerospace vehicle assigned to or possessed by strategic airlift, tactical airlift, domestic aeromedical, or airlift units.

A17.32. NY - Non-Appropriated Fund. Aerospace vehicles or trainers on loan to USAF non-appropriated funded activities i.e. aero clubs.

A17.33. PJ - Enroute Aerospace Vehicles or Trainers--Other Than Delivery Flight. Aerospace vehicle and trainer transfers involving the disassembly crating or preparation for means other than flight. To be used for reporting during the period of preparation for transfer and reassembly or check upon arrival at the new location.

A17.34. PL - Enroute Aircraft--Delivery Flight. Applies to all aerospace vehicle transfers accomplished by a neutral flight crew (Crew not under the control of the losing or receiving command). Used for reporting from the time of acceptance by the flight crew to the time of delivery to the receiving organization.

A17.35. PM - Security Assistance Program (SAP) Aerospace Vehicles Temporary Diverted to USAF. Aerospace vehicles programmed for delivery and assignment to foreign countries under SAP which have been temporarily diverted to USAF for any purpose.

A17.36. PN - Other Than SAP. Aerospace vehicles temporarily possessed by USAF for any purpose for delivery and assignment to recipients other than SAP countries (i.e. USN, USA, ONA, AFM, etc.).

A17.37. PP - New Production. To be used only by government plant representatives to indicate aerospace vehicles which have been accepted but have not been reported/released to intended recipient.

A17.38. PR - Flyable Storage. Aerospace vehicles which are not currently used for accomplishment of any USAF mission involving flight but which are maintained in readiness for flight IAW technical orders.

A17.39. TA - Training Aid Aircraft Inactive. Aerospace Vehicle normally with a T prefix permanently assigned or possessed for ground training objectives. Non-flyable aerospace vehicle, that at a minimum, utilizes the fuselage of an aircraft that was in the AF Inventory to accomplish training objectives. Minimal maintenance is required for the systems and subsystems.

A17.40. TB - Operational Readiness Training (ORT). Missiles which have been excused from EWO alert requirements for the purpose of accomplishing operational readiness training.

A17.41. TF - Training: Aerospace vehicles assigned or possessed to accomplish student training combat crew training or dissimilar air combat training or combat crew training.

A17.42. TJ - Ground Instruction Active. Trainer and temporarily assigned or possessed aerospace trainers and temporarily assigned aerospace vehicles used for ground instruction purposes.

A17.43. TX - Ground Instruction Inactive. Aerospace vehicles normally with a "G" prefix permanently assigned or possessed for ground instructional purposes.

A17.44. VJ - Contract Work. (AFMC only) Aerospace vehicles or trainers on contract to a civilian contractor (domestic or foreign) for the performance of modification maintenance or instrumentation not funded by AFMC. To be reported as possessed by the contractor at the physical location of the vehicle or trainer (contractor facility or base).

A17.45. VN - Contract Work Resulting in MDS Change. Aerospace vehicles on contract to a civilian facility for the performance of vehicle modification or instrumentation resulting in Mission Design Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

A17.46. XJ - Excess to Command. Aerospace vehicles or trainers which have been reported to the AF/A8PB as excess to the requirements of the possessing command or vehicles designated by HQ USAF as not currently required by a command and on which the possessing command is awaiting disposition instructions. The processing vehicles will be maintained in a serviceable condition, by the owning MAJCOM.

A17.47. XK - Inactive-Standby. Trainers in a standby status until required to meet a projected training requirement. Standard modification procedures will apply while the trainer is in a standby status.

A17.48. XR - Inactive Aerospace Vehicles for which HQ USAF Approval is Required. This code will not be issued or withdrawn without specific approval of AF/A8P. The assigned command will determine how these vehicles will be used however no change in external configuration is authorized and disposal requires AF/A8P approval.

A17.49. XS - Stored in anticipation of specific future AF operational requirements. Parts may only be removed with approval of AF/A4L and only if serviceable replacement parts are ordered. If parts are removed, the Weapon System PM and engine PM will take concurrent action to acquire serviceable replacements, which need not be reinstalled, but will be earmarked for the specific aerospace vehicles from which removed (parts will be collocated at the installation the aerospace vehicle is stored). AF/A4L is the approval authority for any parts not stored at 309 AMARG. If it is not feasible to acquire replacement parts, the Weapon System PM will submit a waiver request to AF/A4L or a request to reclassify the aerospace vehicle to another storage category to AF/A8PB. Aerospace vehicles or trainers will not be moved to "XS" until all replacement parts are acquired to restore the aerospace vehicle to a flyable condition. Aerospace vehicles are under the authority of HQ USAF.

A17.50. XT - Security Assistance Program (SAP) Hold Storage Inactive aerospace vehicles or trainers stored in anticipation of specific future SAP requirements for transfer to foreign governments either as a foreign military sale (FMS) or at no cost as excess defense articles (EDA). Aerospace vehicles and trainers in this category are excess to DoD needs as flyable aerospace vehicles but may not be excess to DoD spare parts or component requirements. Aerospace vehicles in this category will normally be prepared for storage period in excess of 90 days and in a manner which will provide maximum aerospace vehicle preservation (AMARG 1000 type storage). The SPM may initiate selected parts removal on input to storage and priority parts removals during storage without action to acquire or replace the removed parts. Since SAF/IA expects aerospace vehicles and trainers made avail for sale will usually be whole, the SPM will coordinate parts removal actions with SAF/IA and AF/A8PB through AF/A4LY. Acquisition of replacement parts will be initiated if the aerospace vehicle is reclassified to "XS" or designated for withdrawal in other than "as is" condition. Before aerospace vehicles and

trainers in this category may be offered for transfer as EDA (i.e. Foreign Assistance Act (FAA) Section 516517519, etc.). AF/A4LY shall coordinate with AF/A4L to determine if DoD spare parts or components will be removed to support DoD needs as required by Federal Property Management Regulations (41 CFR 101-43.102) and DoD 4160.21-M, *Defense Materiel Disposition Manual*.

A17.51. XU - Contractor Other. Aerospace vehicles or trainers provided to approved USAF contractors as government furnished property for other than RDT&E purposes.

A17.52. XV - USAF Storage. Inactive aerospace vehicles or trainers stored to provide spare parts and components for the remaining operational mission aerospace vehicles. Aerospace vehicles and trainers in this category will normally be prepared for a storage period in excess of 90 days and preserved in a manner that will minimize expenditure of resources while maintaining components and parts in a reclaimable condition (AMARG 2000 type storage). The weapon system SPM may direct selected parts removal on input to storage and priority removals during storage with no parts reprocurement or replacement action required unless the aerospace vehicle is re-categorized to "XS" or designated for withdrawal in other than as is where is condition. Aerospace vehicles or trainers in this category are not excess to DoD requirements.

A17.53. XW - Awaiting Determination. Aerospace vehicles lost as a result of a flying accident awaiting determination of applicable termination code (5, 6 or 7).

A17.54. XX - Inactive aerospace vehicles or trainers placed in short term economical storage with no preservation of airframe and engines (309 AMARG 4000 type storage). AF/A8PB will ensure aerospace vehicles in this category are excess to DoD operational needs and place them on a reclamation project upon transfer to this storage category. After reclamation the Weapon System PM will direct item be placed into Reclamation Insurance Type (RIT) or processed for disposal. The PM may direct selected parts removal upon input to storage and priority removals during RIT storage with no parts procurement or replacement action required unless the aerospace vehicle is re-categorized to "XS" or designated for withdrawal in other than "as is, where is" condition. Components and repair parts are not considered as excess until DoD reclamation requirements have been satisfied. Aerospace vehicles will remain in this category until AF/A8PB or the Weapon System PM directs disposal or other disposition.

A17.55. XY - Lease Loan. Aerospace vehicles or trainers on lease to commercial agencies or loaned to other governmental agencies for accomplishment of tests or other projects.

A17.56. XZ - Lost or Missing. Aerospace vehicles missing in flight to be used when an aerospace vehicle fails to arrive at its destination due to an enroute mishap (Combat loss or other). Its location and condition may be known but physical verification cannot be made or official termination requirements have not been completed. Missiles will be reported in this category when destroyed by any means but have not been terminated from the inventory.

A17.57. YZ - National Museum of the United States Air Force, ABDR, and Non-USAF **(NOTE 3)** REMIS Accountability Only. Aerospace vehicles assigned to the National Museum of the United States Air Force (NMUSAF), Aircraft Battle Damage Repair (ABDR), non-USAF agencies (i.e. USA, USN, EDA, FMS, ONA). Not to be used for foreign government owned (FGO/GAF) aerospace vehicle under USAF operational control.

A17.58. ZA - Special Activity. Aerospace vehicles assigned or possessed to accomplish special mission. Includes: Aerial Demonstration Attaché MAAG Military Group and other special missions.

A17.59. ZB - Operational Support. Aerospace vehicles assigned or possessed to perform Air Force directed support airlift during peacetime contingencies and wartime. These missions include priority movement of personnel and cargo with time place or mission sensitive requirements.

Attachment 18

SAMPLE AFI 21-103 ICBM AND RSLP ASSET POSSESSION CHANGE REPORT, GAIN.

TO: Losing Organization
INFO:
Losing command HQ and intermediate command HQ
Gaining command HQ and intermediate command HQ
Appropriate Air Logistics Center (ALC)
System Program Manager (SPM)
HQ AFMC/AF-AVDO
Transportation Management Specialist (for IMDB update).
SUBJECT: AFI 21-103 ICBM or RSLP Asset Possession Change Report, GAIN.
Required Information:
1. Serial number of the ICBM or the RSLP.
2. Date of gain (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time of change shown in the loss and gain messages must agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Gaining organization.
7. Gaining organization station location code.
8. Gaining organization possession purpose identifier.
9. Type action code. (GB for a gain)
10. Losing organization station location code and command.
11. Command gaining ICBM or RSLP.
12. Date of next major scheduled inspection due (time/date and type, i.e. phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement, i.e., assignment change, PDM, ACI, etc.
14. Name and DSN telephone number of AVDO initiating message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 19

SAMPLE ICBM AND RSLP ASSET LOSS MESSAGE

TO: Gaining organization.

INFO:
Gaining command HQ and intermediate command HQ
Losing command HQ and intermediate command HQ
Appropriate ALC System Program Manager (SPM)
HQ AFMC//AF-AVDO//
Transportation Management Specialist (for IMDB update)
Subject: AFI 21-103, ICBM or RSLP Asset Possession Change Report, LOSS.
Required Information:
1. Serial number of the ICBM or RSLP.
2. Date of loss (last two digits of year plus Julian date) and local time of change (followed by date and Zulu time). Dates and Zulu times of change shown in the loss and gain messages must agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Losing organization.
7. Losing organization station location code.
8. Losing organization possession purpose identifier.
9. Type action code ("LB" for a loss).
10. Gaining organization station location code and command.
11. Command losing ICBM or RSLP.
12. Date of next major scheduled inspection due (time/date and type, i.e. phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used.
13. Reason for movement (assignment change, PDM, ACI, and so on).
14. Name and DSN telephone number of AVDO who is initiating the message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/
(10) (11) (12) (13) (14)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

Attachment 20

SAMPLE ICBM AND RSLP ASSET TERMINATION MESSAGE UNCLASSIFIED

TO: HQ AFMC WRIGHT-PATTERSON AFB OH/AF-AVDO
INFO:
Possessing and assigned command HQ and, if applicable, intermediate command HQ AF/A8PB
Appropriate ALC System Program Manager (SPM)
HQ AFMC/AF-AVDO//
Transportation Management Specialist (to updated IMDB)
SUBJECT: AFI 21-103, ICBM or RSLP Asset Termination Report
Required information:
1. Serial number of the ICBM or RSLP.
2. Date of termination (last two digits of year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Possessing organization station location code.
8. Possession purpose identifier.
9. Type termination code for ADN message.
10. Possessing command.
11. Name and rank of Operations Group Commander or designated representative.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961422400(961430300Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/T5/
(10) (11)

Attachment 21

SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE UNCLASSIFIED

TO: MAJCOM AVDO/Office symbol
CC:
Intermediate command HQ/Office symbol
Appropriate ALC System Program Manager (SPM)
HQ AFMC/AF-AVDO
Transportation Management Specialist (to update IMDB)
SUBJECT: AFI 21-103, ICBM or RSLP Asset Possession Purpose Identifier Code Change Report
Required Information:
1. Serial number of the ICBM or RSLP.
2. Date of possession purpose identifier change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier from which the ICBM or RSLP is changing.
9. Type action code ("LF").
10. Possession purpose identifier to which ICBM or RSLP is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/
(10) (11) (12) (13)
BQ/ACC/REMARKS/NAME OF AVDO, DSN

Attachment 22

SAMPLE CONFIGURATION IDENTIFIER CHANGE MESSAGE UNCLASSIFIED

TO: MAJCOM AVDO//OFFICE SYMBOL
CC: Intermediate command HQ; HQ AFMC/AF-AVDO; Appropriate ALC System Program Manager (SPM)
SUBJECT: AFI 21-103, ICBM or RSLP Configuration Identifier Change Report
Required Information:
1. Serial number of the ICBM or RSLP.
2. Date of change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time) which must equal 2400Z.
3. Old configuration identifier.
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier.
9. Type action code (LC).
10. New configuration identifier.
11. Possessing command.
12. Name and DSN telephone number of AVDO who is initiating the message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421300(961422400Z)/F015E/ACC/CC/0004FTRWG/VKAG/CC/LC/
(10) (11) (12)
F015EP S/ACC/NAME OF AVDO, DSN

Attachment 23

SAMPLE ICBM ND RSLP RELOCATION MESSAGE UNCLASSIFIED

TO: Depot AVDO
CC: Transportation Management Specialist (to update IMDB)
SUBJECT: AFI 21-103 ICBM or RSLP Asset Change Report, RELOCATION
Required Information:
1. Serial number of ICBM or RSLP booster or motor
2. Date of relocation (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time
3. MDS
4. Owning organization station and command
5. Old location (uses MSB for main base, identify launch facility (LF) by wing designator and LF
Designator)
6. New location (uses MSB for main base, identify LF by wing designator and LF designator)
7. Reason for relocation (modernization program, scheduled, or unscheduled maintenance)
8. Name and DSN telephone number of AVDO initiating message

Attachment 24

SAMPLE ICBM AND RSLP CONDITION CODE MESSAGE UNCLASSIFIED

TO: Depot AVDO
CC: Transportation Management Specialist (to update IMDB)
SUBJECT: AFI 21-103 ICBM or RSLP Asset Change Report, CONDITION CODE
Required Information:
1. Serial number of ICBM or RSLP booster or motor
2. Date of condition code change (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time
3. MDS
4. Owning organization station and command
5. Current location (uses MSB for main base, identify launch facility (LF) by wing designator and LF Designator)
7. Reason for condition code change (i.e. found unserviceable, repaired-serviceable, obsolete-terminated or destroyed, etc.)
8. Name and DSN telephone number of AVDO initiating message

Attachment 25

AIRCRAFT AVAILABILITY STANDARD CALCULATION

NOTE: MAJCOMs will use the following equation to calculate Aircraft Availability Standard. (Equation 1 N/A to MAF. For MAF units, MCRS requirement = Operational Requirement (OR).

$$\left[\frac{(S_o)}{F_{do}}\right] + \left[\frac{(S_t)}{F_{dt} \times T_u \times (1-a)}\right] + G + S + A + R = OR$$

Equation 1 - Operational Requirement Equation

The following is a list of terms and their definitions:

Sorties/Missions required by Ops (contingency and training) – (S_o), (S_t) number of sorties established by A3 needed to complete all aircrew contingency (S_o) and training (S_t) mission requirements for a given time period. Sortie requirements may also be alternatively calculated by dividing given Flying Hours (FH) by the established Programmed Average Sortie Duration (ASD).

Flying Hours (contingency and training) – (FH_o), (FH_t) number of hours, established by A3, needed to complete all aircrew contingency and training mission requirements for a given time period.

Programmed Average Sortie Duration (contingency and training) – (ASD_o), (ASD_t) average number of expected flying hours consumed during each contingency and training sortie.

Days Available to Fly (operational/contingency and training) – (F_{do}), (F_{dt}) number of days available during the FY to execute the flying training mission.

Turn Rate – (T_u) calculated by dividing the total number of flying sorties for a given flying period by the number of "first go" lines on the flying schedule.

Attrition Rate – (*a*) expected rate of mission losses for a given year, expressed as a percentage of total flying hours/sorties.

Ground Schedule Requirement – (G) number of aircraft required for executing any ground training or static mission requirements (i.e. firefighter, maintenance, weapons load training or static displays).

Spare Requirement – (S) number of aircraft required by wing level or higher plans to provide backup to the schedule mission lines for the flying window.

Alert Requirement – (A) number of aircraft required to meet any mission alerts.

ARC Requirement – (R) number of aircraft to meet the mission requirements of reserve/guard units, who fly active unit possessed aircraft.

Aircraft Tail Requirement – (AT_o), (AT_t) number of individual aircraft needed to complete all aircrew contingency and training mission requirements. If this variable is used in place of sorties or flying hours, the Days Available to Fly variable is set to 1 day.

The resulting AA standard would be:

$$\frac{OR}{TAI} = AA_{std}$$

Equation 2 - Aircraft Availability Requirement Equation

The OR equation is primarily derived using projected sorties (missions). Flying hours can also be used if that is the data projected by the applicable unit. The projected flying hours are converted into projected sorties by dividing by programmed average sortie duration as seen in Equation 3 below. This is done for both projected operational and training hours.

$$\frac{FH_o}{ASD_o} = S_o \qquad \frac{FH_t}{ASD_t} = S_t$$

Equation 3 - Flying Hour to Sortie Conversion

The distribution of the variables S_o and S_t can vary depending on the forecasted operational requirements for the given time period. Maximum or Peak AA requirements can be determined calculating the maximum number for S_o and S_t as defined by the A3 community.